

Appendix Three

	File Reference	Leave Blank
Name of partnership	Coventry & Warwickshire Local Enterprise Partnership (CWLEP)	
Partners	Coventry City Council, Warwickshire County Council, Rugby Borough Council , Nuneaton & Bedworth Borough Council, Stratford District Council, North Warwickshire Borough Council, Coventry University, Warwick University, Coventry & Warwickshire Chamber of Commerce, Private Sector partners	
Commencement Date	January 2011	
Purpose of PARTNERSHIP	To make Coventry and Warwickshire a world class economy in which to do business; a place to lead a great life; excel at learning; visit and return to – all supported by exceptional private, public and voluntary services.	

	CONTROL	COMMENTARY Please refer to supporting documents/working paper references	Lead Officer
	ABOUT THE PARTNERSHIP		
1.1	Is the partnership to be a formal or informal one?	Formal – Terms of Reference and Governance Structure agreed by the CWLEP Board although still subject to formal ratification by the Department of Business, Innovation and Skills and Department of Communities and Local Government with whom the Board is liaising.	Bill Hunt
1.2	Have the aims of the partnership been defined?	<ul style="list-style-type: none"> Remove barriers and facilitate the growth of our business base. Stimulate new and sustainable jobs and ensure our residents are fully equipped with the skills and attitudes to exploit these opportunities. 	

		<ul style="list-style-type: none"> • Strengthen and support innovation. • Secure economic diversity by making the sub-national economy more balanced and more resilient. • Be the voice of the economy with strong business engagement. • Guide, shape and inform the wider issues in the sub-region that are critical to creating the right conditions for growth. • Strongly influence decisions in areas such as:- <ul style="list-style-type: none"> ○ Planning ○ Transport – develop a coordinated approach to transport both within and across boundaries of the LEP area ○ Housing ○ Minimising Bureaucracy ○ Education & Skills 	
1.3	Is purpose of the partnership short-term or long-term	Long-term – Board developing a 5 year strategy	
1.4	Who is the lead partner?	CWLEP Board is a public/private sector partnership although the Chair is from the private sector (currently Denys Shortt)	
1.5	What are the estimated costs to the council of contributing to the partnership (analysed)?	None other than staff time although existing staffing resource and corporate projects will ultimately be aligned with the delivery of CWLEP objectives	
1.6	What (if any) is the financial liability of the Council if all other partners chose to withdraw from or	None at present but this could change if CWLEP directly employs staff	

	terminate the agreement?		
1.7	Are there any other contingent liabilities?	No	
1.8	What are other parties contributing to the partnership?	Staff resource and leadership.	
	CONTRACTUAL AGREEMENT		
2.1	Is there a contractual agreement which includes: <ul style="list-style-type: none"> • A constitution? • Legal, financial and personnel responsibilities? • Budgetary and accounting arrangements? • The monitoring of service delivery? • Nomination of a guarantor 	No	
	CONSTITUTION		
3.1	Is there a written constitution?	No – Terms of Reference	
3.2	Does it define a management structure?	No – officer support to Board defined. Board sub-group currently working on proposals for secretarial and professional support.	
3.3	Does it cover such issues as: <ul style="list-style-type: none"> • The frequency of meetings? • Quoracy? • The recording and distribution of minutes? 	Yes for meeting frequency and quorum No for recording and distribution of minutes although the latter are published on the CWLEP website	
3.4	Does it identify: <ul style="list-style-type: none"> • Each partner's responsibility in terms of: financial liability (i.e. is it limited/ shared? • Who owns any assets and balances resulting from the partnership? • How will the partnership settle disputes? • Exit clauses and a mechanism for other 	Not currently necessary. Further work will be required if the partnership decides to directly employ staff or negotiates with Government that it will hold assets currently belonging to the regional development agency.	

	variations to the agreement? <ul style="list-style-type: none"> Any confidentiality issues? Who will fit the roles of treasurer, secretary, and auditor? 		
	LEGAL RESPONSIBILITIES		
4.1	What provision has been made for compliance with the law e.g. With respect to health and safety, data protection, employment and service specific legislation?	Not yet apparent	
	FINANCIAL RESPONSIBILITIES		
5.1	Who is responsible for ensuring that financial records are maintained and kept?	Not currently necessary	
5.2	Have required records been defined to ensure that all legal and other obligations are met?	Not yet apparent	
5.3	Have arrangements been made for internal/ external audit as required?	Not yet known if this will be a future requirement	
5.4	Have insurance requirements been considered, e.g. personal indemnity, third party, vehicles etc?	Not currently necessary	
5.5	Has advice been sought on the VAT rules applying to the partnership?	Not currently necessary	
	PERSONNEL RESPONSIBILITIES		
6.1	Who is responsible for recruiting, employing and training staff?	Not currently necessary – no staff directly employed	
6.2	Are staff clear about their roles and obligations, e.g. awareness of legal liability and governance	Not currently necessary	

	framework (particularly important in the case of directors/ trustees)?		
6.3	Have staff or members made any declarations where there may be a conflict of interest?	No current mechanism	
6.4	Will partnership employ staff directly or will it expect partners to do it?	No decision yet made	
6.5	What is exit strategy for staff employed by the partnership?	Not currently necessary	
	BUDGETARY AND ACCOUNTING ARRANGEMENTS		
7.1	<p>Does the agreement include:</p> <ul style="list-style-type: none"> • Arrangements for approving budget? • Arrangements for monitoring expenditure? • Arrangements for dealing with overspends/ underspend? • How any contributions in kind (e.g. staff time or assets employed) are to be costed and included in the cost sharing arrangements? • What administrative/ management costs are to be charged to the partnership on the basis of their calculation? • An agreement by all parties, where the partnership will recover grant income, that they will comply with all the requirements specified and will provide the information required? • Arrangements for making payments to the lead authority? 	<p>Partnership does not have a budget. Secretariat functions currently being provided by the Coventry, Solihull and Warwickshire Partnership.</p> <p>Website being hosted and developed by DCS Europe</p>	

	MONITORING SERVICE DELIVERY		
8.1	<p>Is there a service plan including profiled budget and performance indicators? If so:</p> <ul style="list-style-type: none"> • How many years does it span? • How regularly will it be updated? 	<p>Not currently applicable.</p> <p>Board is developing a 90 day plan and a 5 year strategy.</p>	
8.2	<p>How will service delivery be monitored and reported.</p>	<p>Partnership will not directly provide services but will aim to shape service delivery across the private, public and voluntary sectors.</p> <p>Arrangements for monitoring its effectiveness are still being developed.</p>	

PARTNERSHIP HEALTH CHECK

	Never	Sometimes	Often	Always
Partners can demonstrate real results through collaboration				
Common interest supersedes partner interest				
Partners use the word 'we' when talking about partner matters				
Partners are mutually accountable for tasks and outcomes				
Partners share responsibilities and rewards				
Partners strive to develop and maintain trust				
Partners are pro-actively sharing information they hold				
Partners are willing to change what they do and how they do it				
Partners seek to improve how the partnership performs				
Partners regularly review risks together and work towards mitigation of high risk areas				