28 February 2018

Finance and Procurement
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Melanie Dawes CB,
Permanent Secretary
Ministry for Housing, Communities and Local
Government
2 Marsham Street
London   SW1P 4DF

Dear Melanie

Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Governance Framework compliance

To the best of my knowledge and belief, and having carried out appropriate investigations and checks, in my opinion, in all significant respects, the Swindon and Wiltshire Local Enterprise Partnership is operating in compliance with its Governance Framework and with the conditions set out in:

- The Mary Ney Review on LEP Governance and Transparency (October 2017)
- National Guidance on Governance and Transparency; and
- The Local Growth Fund Payment Determination.

In doing so the SWLEP has worked with officers from Wiltshire Council's Finance and Legal Services (acting as its Accountable Body) to review Its Governance Framework (published in July 2017) and the following amendments inclusions have been made and approved:

1. The national register of interests form has been adopted;
2. Additional information included on the strategic and operational role of the S151 pending forthcoming national guidance from CIPFRE;
3. Board recruitment policy;
4. Board remuneration and expenses policy;
5. Additional text included in the code of conduct to reflect national best practice guidance; and
6. Publication of minutes and papers timeline.

In addition, the SWLEP has re-designed its website to improve navigation and document transparency. The website will go live on 27 February 2018.

Section 151/73 Sign-off:

Signed:

Name: Michael Hudson
Position: Associate Director Finance and S151 Officer, Wiltshire Council
Date: 26 February 2018
Direct Line: 01225 713601
Email: michael.hudson@wiltshire.gov.uk

Yours sincerely

Michael Hudson
Director, Finance and Procurement

Direct Line: 01225 713601 (please ask for Michael Hudson)
Email: michael.hudson@wiltshire.gov.uk

Copy to: