

AGENDA ITEM 2

Report to Accountability Board	Forward Plan reference number: N/A
Date of Accountability Board Meeting: 17 th July 2015 Date of report: 8 th July 2015	
Title of report: Ways of Working	
Report by David Godfrey, Director of the SELEP	
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1. Purpose of report

- 1.1 The purpose of this paper is to establish a light touch, but effective way of working for the new Accountability Board.

2. Recommendations

- 2.1 The Board is asked:

- 2.1.1 To endorse the approach outlined below.
- 2.1.2 To note **£100,000** funding allocation in the SE LEP budget for 2015/16 to support the establishment of federal area structures and rigorous local monitoring processes.
- 2.1.3 To endorse a request from the Secretariat that each county/unitary authority nominate a responsible officer for their programmes or projects
- 2.1.4 To note the later papers providing further detail on reporting and operation.

3. Background

- 3.1 The SE LEP Accountability Board is the main performance management structure within the LEP and its establishment has been critical to the flexibility of Government funding.

Role

- 3.2 Working through federal area accountability arrangements, the SE LEP Accountability Board provides the accountability structure for decision-making and approval of funding within the overarching vision of the SE LEP Strategic Board. By

doing so, SE LEP satisfies the accountability processes for the Accountable Body and the Government's national LEP Assurance Framework.

3.3 As defined by the SE LEP Assurance Framework, the Accountability Board's role includes:

- Appraisals and approvals (eg of business cases and investment) in accordance with SE LEP Strategic Board recommendations
- Monitoring project assessment/implementation and delivery
- Ensuring accountability from each of the federated areas relating to expenditure and programme delivery (through their responsible S151 officer)
- Approving variations to schemes
- Quarterly performance reporting on an exceptions (to tolerance levels) basis to the Strategic Board
- Reporting on progress to central government
- Any other accountability or assurance function required by central government or recommended by the Partnership's auditors or the Chief Finance Officer of the Partnership's Accountable Body.

Operation

3.4 With 6 voting and 3 non-voting members, the Chairman's (non-voting) role will be one of facilitator as reports are considered, with the aim of delivering consensus wherever possible.

3.5 The major item on each quarterly meeting agenda will be the monitoring report drawing together monitoring information from each of the four federal areas through their county or unitary authorities for all local schemes for which funding has been devolved. Any schemes or programmes for which funding has been provided directly (such as Skills Capital or SEFUND) will also be included.

3.6 Discussion will primarily be through exception reporting of those schemes or programmes (if any) specifically highlighted for discussion through the monitoring process described below. However, Accountability Board members – through the Chairman – retain the ability at all times to consider the detail of any individual scheme or programme they may wish to discuss.

3.7 Following the Accountability Board meeting, decisions will be reported to Government through the Accountable Body as part of SE LEP's quarterly monitoring obligation.

Discussion

3.8 Monitoring reports will be presented to the Accountability Board for discussion by way of exception reporting and with clear recommendations.

- 3.9 Individual schemes or programmes will be “RAG rated” (red, amber, green) for the Board to indicate those that may warrant most consideration by virtue of their performance against funding or output profile or other relevant factors.
- 3.10 Scheme sponsors may be requested to present as appropriate.
- 3.11 Additional items will be presented to the Board as indicated on the agenda for decision, endorsement or information.

Monitoring Cycle

- 3.12 Federal area reporting will be through a shared template to be agreed by the Accountability Board.
- 3.13 To establish and embed federal area structures and monitoring systems and provide support to complete this template and provide rigorous monitoring at federal area level, as agreed at the SE LEP Strategic Board meeting in March, a provision of £100,000 was made in the SE LEP Budget for allocation through the county/unitary authorities. This will be split per capita and detailed as an addendum to the Service Level Agreements already in place. SUZANNE, I WILL SEND OVER %s
- 3.14 It is expected that scheme promoters will be providing funding for project monitoring and evaluation in their business cases and will commit to how the scheme monitoring and evaluation will be done
- 3.15 The monitoring cycle will produce the Accountability Board report and enable exception reporting including:
- Scheme monitoring by scheme sponsors
 - Programme monitoring (built on above) by federal areas
 - LEP-wide programme consideration by a small officer preparation group consisting of one nominated responsible officer (transport or economic development as appropriate) from each county/unitary
 - Officer group above to propose exception reporting to Accountability Board taking into account tolerance levels of 10% per scheme (official level) and 10% per federal area programme (advisory level) against profile, with details of all schemes provided
 - Accountability Board papers and details of all schemes and any proposed changes to be copied to all federal area members
 - Accountability Board endorses (or rejects) any changes to local programmes within tolerances, consider wider exceptions as defined above
 - Details to inform Monitoring & Evaluation Framework as required by Government
- 3.16 Federal area reporting will be signed off by the nominated statutory S151 (Finance) Officer.

Reporting

- 3.17 A Summary report will then be sent to Government by Accountable Body advising of any changes made to the capital programme and the change register held and updated by the SE LEP Secretariat.

- 3.18 Federal areas will be advised formally of decisions which will be published on the SE LEP website and be circulated to all federal area members.

4. Financial Implications

- 4.1 This report is for information purposes only and there are no decisions required of the Board, therefore there are no financial implications to be considered.

5. Legal Implications

- 5.1 This report is for information only and there are no decisions required of the Board, therefore there are no legal implications to be considered at this stage.

6. Staffing and other resource implications

- 6.1 This report is for information purposes only and there are no decisions required of the Board, therefore there are no staffing or other resource implications to be considered.

7. Equality and Diversity implications

- 7.1. Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when a public sector body makes decisions it must have regard to the need to:
- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act
 - (b) Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
- 7.2. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation.
- 7.3. The equality impact assessment indicates that the proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic. The report contains no decisions and therefore has no impact.

8. List of Appendices

8.1 None

(available at www.essex.gov.uk if not circulated with this report)

9. List of Background Papers

9.1 None

(Any request for any background papers listed here should be made to the person named at the front of the report who will be able to help with any enquiries)

Role	Date
Accountable Body sign off	
Suzanne Bennett	10/07/15
On behalf of Margaret Lee	