

AGENDA ITEM 5

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: Quarterly Monitoring – Structure of Reporting	
Report by David Godfrey, Director of SELEP	
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1. Purpose of report

- 1.1 The purpose of this paper is to establish an agreed framework for quarterly reporting.

2. Recommendations

- 2.1 The Board is asked:
- 2.1.1 To endorse the attached Quarterly Monitoring framework as developed with federal areas.

3. Background

- 3.1 In its role of monitoring the Growth Deal capital programme, the SE LEP Accountability Board will receive quarterly reports from federal areas, drawing together monitoring information from each of the four areas through their county or unitary authorities for all local schemes for which funding has been devolved.
- 3.2 Full reporting is required by Government on a series of national monitoring metrics (selected by scheme promoters) which have been incorporated into an overall monitoring framework. Quarterly reporting draws from these metrics and milestone reporting to provide a simple RAG (Red/Amber/Green) rating for schemes as assessed by their federal area monitoring arrangements.
- 3.3 Reports will be signed off by nominated Finance Directors (s151 officers) prior to submission to the Accountability Board.
- 3.4 The Accountability Board will receive summary reporting with clear recommendations on an exceptions basis (ie where any action is recommended). Scheme sponsors may be requested to present as appropriate.

- 3.5 Following the Board meeting, decisions will be reported to Government through the Accountable Body as part of SE LEP's quarterly monitoring obligation advising of progress and any changes made to the capital programme. The SE LEP change register will be updated by the Accountable Body.
- 3.6 Federal Boards will be advised formally of decisions which will be published on the SE LEP website and be circulated to all Federal Board members.
- 3.7 A brief presentation will be made to Board Members by Steer Davies Gleave.

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 purposes only and there are no decisions required of the Board, therefore there are no legal implications to be considered

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 Appendix 3: Monitoring Metrics Template

(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	