ASSURANCE FRAMEWORK MONITORING 2020-21

Updated September 2020

CHANGES TO IMPLEMENT

Creating a Local Industrial Strategy

Develop an evidence-based Local Industrial Strategy that sets out a long-term economic vision.	Deadline: January 2020	Risk: MEDIUM/HIGH	Status: IN PROGRESS

Task	Expected Completion Date	Risk factors	Status
Stage 1: Draft evidence base creation & review	September 2019	**Delivery Risk: MEDIUM** Two members of staff (part-time job share) are dedicated to this work solely. This is a large piece of work with many elements, including evidence gathering and consultations, but is currently on schedule. **Impact of non-delivery: HIGH** This is a key priority from the Government, and the SELEP would be non-compliant with Government, with a real risk to funding, without this strategy.	**COMPLETE** The draft evidence base has been completed, for a final version to be approved in March 2020.

		Delivery Risk: MEDIUM Two officers (part-time job share) are dedicated to this work solely. This is a large piece of work with many elements, including evidence gathering and consultations, but is currently on schedule.	COMPLETE LIS Workshops with wider stakeholders are occurred through October and November. Feedback from these events was fed into the development of the LIS. Draft content was discussed at the December 6th Strategic Board meeting.
Stage 2: Developing Propositions/Intervention (wide consultation, drafting of the LIS and finalising evidence base)	December 2019	**Impact of non-delivery: HIGH** This is a key priority from the Government, and the SELEP would be non-compliant with Government, with a real risk to funding, without this strategy.	
Stage 3: Government co-design	Presented for approval at January 2020 Strategic Board meeting, to be finalised/published with Government by March 2020.	**Delivery Risk: MEDIUM** Two members of staff (part-time job share) are dedicated to this work solely. This is a large piece of work with many elements, including evidence gathering and consultations, but is currently on schedule. **Impact of non-delivery: HIGH** This is a key priority from the Government, and the SELEP would be non-compliant with Government, with a real risk to funding, without this strategy.	**IN PROGRESS** A draft version of the LIS was presented for discussion at the January 2020 Board meeting. In the light of COVID-19, the LIS will need to be reviewed. We are awaiting more detail from Government.

The independence of the Secretariat needs to be reflected and enshrined in the governance documentation.	Deadline: 31st March 2020	Risk: MEDIUM	Status: IN PROGRESS

Task	Expected Completion Date	Risk factors	Status
Include the independence of the secretariat in the Assurance Framework.	June 2019		COMPLETE A section on the independent secretariat is included in the Assurance Framework June 2019.
Put in place a formalised agreement between the Accountable Body and the SELEP Ltd, including the role of the Secretariat.	September 2020	**Delivery Risk: MEDIUM** Resource requirements for this task have been affected by the COVID-19 crisis. **Impact of non-delivery: HIGH** This is a crucial document to enshrine the relationship between the Accountable Body and the SELEP as a new legal personality. Although this document is not explicitly requested by the LEP review, it is fundamental in the running of the SELEP and has been identified as an action by ECC audit.	**IN PROGRESS** This is being supported by Essex Legal Services. This has been delayed due to the pandemic.
Make sure the Assurance Framework includes the independence of the SELEP Secretariat.	March 2020		**COMPLETE** The Assurance Framework contains an Independent Secretariat section.

The Delivery Plan should be updated on an annual basis.	Deadline: Oct 2020	Risk: MEDIUM/HIGH	Status: IN PROGRESS

Task	Expected Completion Date	Risk factors	Status
To complete the Delivery Plan for 2019/20			COMPLETE
To complete the Delivery Plan for 2020/21	October 2020	**Delivery Risk: MEDIUM** This document has been delayed the changes in circumstances caused by the COVID-19 crisis. **Impact of non-delivery: HIGH** The Delivery Plan is a Government requirement and is therefore necessary for the functioning of the SELEP.	To be presented to the Strategic Board on 2 October.

ONGOING ACTIONS

INCORPORATION

Requirement	Status
Maintain the records at Companies House and fulfil all legal requirements	COMPLETE/ONGOING (supported by Essex Legal Services)

BOARD COMPOSITION

Requirement	Status

To improve the gender balance and representation of those with protected characteristics on the Board.	COMPLETE/ONGOING

DECLARING INTERESTS

Requirement	Status
To publish all Registers of Interest on the SELEP website for all Strategic Board, Accountability Board and Federated Board members, with signatures redacted.	COMPLETE/ONGOING
Declarations of interest must be noted for the outset of each meeting.	COMPLETE/ONGOING
All members of the Strategic Board, Accountability Board and Federated Boards are required to complete a Register of Interests form.	COMPLETE/ONGOING
All senior members of staff or staff involved in advising on decisions must also have a valid register of interests, reviewed the same as for board members.	COMPLETE/ONGOING

CAPITAL PROJECTS

Requirement	Status
To use the SELEP Business Case Template for all strategic outline business cases.	COMPLETE/ONGOING
To inform the Accountability Board where there are concerns around a project, including presenting the Board with legal options around recovering funding	COMPLETE/ONGOING
Implementing the monitoring and evaluation of projects including reporting on delivery of outputs and outcomes against the delivery of the ESS	ONGOING

POLICIES AND PROCEDURES

Requirement	Status
For each Federated Board to apply the prioritisation process as approved by the Strategic Board.	COMPLETE/ONGOING
To create and maintain a log of SELEP engagement activities.	COMPLETE/ONGOING
To hold Annual General Meetings open to the public to attend	COMPLETE/ONGOING (delayed by COVID-19)
To collaborate across boundaries, with other LEPs and the LEP network, and be open to peer review	COMPLETE/ONGOING
Review of Assurance Framework to be a standing item on the last Strategic Board meeting of each calendar year.	COMPLETE/ONGOING

To ensure that all policies are refreshed annually according to the requirements in the Assurance Framework.	COMPLETE/ONGOING

ACCOUNTABLE BODY

Requirement	Status
To extend invitations to the Section 151 Officer or representative to all board meetings.	COMPLETE/ONGOING
To include in the Business Case Template assurance from the Section 151 Officer of the promoting authority that the value for money statement is true and accurate.	COMPLETE/ONGOING
For the Section 151 officer or their representative to review and comment on all board papers in advance of publication	COMPLETE/ONGOING

PUBLISHING INFORMATION

Requirement	Status
To publish Strategic and Accountability Board papers to agreed timescales	COMPLETE/ONGOING
To publish the Local Assurance Framework on the website	COMPLETE
To create, maintain and publish a register of all board member expenses and hospitality costs.	COMPLETE/ONGOING
To publish the Gate 2 outline business base at least one month in advance of Accountability Board meetings.	COMPLETE/ONGOING
To publish the Gate 4 and 5 full business cases for relevant projects at least one month in advance of Accountability Board meetings.	COMPLETE/ONGOING
To publish information around the process for applying for funding on the SELEP website, as agreed by the Strategic Board.	COMPLETE/ONGOING
To publish on the SELEP website a rolling schedule of projects, outlining a brief description of the project, names of key recipients of funds/contracts and amounts of funding designated by year.	COMPLETE/ONGOING
To publish on the SELEP website the Terms of Reference, calendar of dates and papers of the Working Groups.	COMPLETE/ONGOING
To use Government and SELEP branding on all marketing.	COMPLETE/ONGOING
To publish all key decisions of the Strategic and Accountability Boards on the Forward Plan, SELEP website and upper tier authority websites.	COMPLETE/ONGOING