

Report to Accountability Board	Forward Plan reference number: N/A
Date of Accountability Board Meeting:	17th November 2017
Date of report:	2nd November 2017
Title of report: Assurance Framework Implementation Update, including next steps on implementing requirements of the Mary Ney Review of LEP Governance and Transparency.	
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1. Purpose of report

1.1 The purpose of this paper is to make the Accountability Board (the Board) aware of:

- 1.1.1 The progress which has been made by the SELEP team and the federal areas in implementing the changes necessitated by the refreshed Assurance Framework. *The Board is reminded that it is accountable for assuring that all requirements are implemented; it is a condition of the funding that the Assurance Framework is being implemented.*
- 1.1.2 The implications of the Review of Local Enterprise Partnership Governance and Transparency by Mary Ney (Non-Executive Director, DCLG) which was released to LEPs on 26th October 2017.

2. Recommendations

2.1 The Board is asked to:

- 2.1.1 **Note** the progress to date in implementing the SELEP Assurance Framework.
- 2.1.2 **Note** the secretariat team's intentions around implementing the Mary Ney recommendations.

3. Assurance Framework Implementation Update

3.1 It is a requirement of Government that SELEP agrees and implements an Assurance Framework that meets the revised standards set out in the LEP National Assurance Framework.

- 3.2 The purpose of the Assurance Framework is to ensure that SELEP has the necessary systems and processes in place to manage delegated funding from central Government budgets effectively. The expectation is that the practices and standards which are necessary to provide Government and local partners and the public with assurance that decisions over funding are proper, transparent, and deliver value for money, are fully implemented.
- 3.3 Whilst a majority of the requirements of the Assurance Framework are fully embedded in the activities of the SELEP team, Strategic Board, Accountability Board, Federated Areas and local partners, an Assurance Framework Implementation Plan has been developed to ensure that any gaps can be addressed. This is a regular item for the Accountability Board.
- 3.4 Appendix 1 provides a summary version of work required to implement the Assurance Framework for SELEP and charts progress to date.
- 3.5 The summary provided in Appendix 1 sets out the substantial progress which has been made by the SELEP team and local partners in ensuring that the requirements of the Assurance Framework are being fully implemented. Federated Boards have been working to agree their updated Terms of Reference, to meet the requirement of the SELEP Assurance Framework.
- 3.6 In addition, SELEP has been working with the Federal areas to ensure minutes of Federated board meetings are uploaded to the South East LEP website. Actions have been taken at recent Senior Officer Group Meetings to request that both the forward plan and Accountability Board agenda packs are available on Upper Tier Authority websites. This is being followed up where it is not yet been actioned.
- 3.7 The outstanding gaps to fully meeting the requirements of the Assurance Framework relate to the publication of information on the SELEP website and local partners websites for SELEP Board, Federated Board and working group meetings. To date, resource constraints and the capability of the SELEP website have hindered delivery of these actions. To help mitigate this issue specific resource has been allocated within the SELEP team to make the necessary updates and ensure that SELEP is able to act as a leading example of transparency and accountability in its decision making. The website is currently undergoing significant content updates behind the scenes and is subject to a technical rebuild which is timed to launch alongside the refreshed Strategic Economic Plan. All existing content will be transposed onto the improved site.
- 3.8 Further gaps identified within the Assurance Framework Implementation Plan include the additional Social Enterprise Board member. The Social Enterprise working group initially met in September 2017 and work is progressing well. The working group will work with the secretariat to identify a Social Enterprise board member to be appointed through the processes identified by the Assurance Framework; this is low risk and is expected to be completed prior to February 2018.

- 3.9 SELEP's Communication Strategy is at moderate risk of slippage within our timeline. This is due to unforeseen circumstances recruiting to the post. It is expected this will be available in the New Year and will coincide with the launch of the website, SEP and the associated outward communications and branding.
- 3.10 As an ongoing action to ensure Federated Areas are fully engaged in the Assurance Framework implementation, SELEP's expectations will be discussed at the next SELEP Senior Officer Group meeting to ensure all outstanding actions are addressed through joint working with local partners. Appendix 1 provides further detail of the action which has been taken to date and the task required to be completed to meet each of the Assurance Framework requirements.
- 3.11 Any additional requirements set out in the expected revised National Assurance Framework (due after the completion of the LEP Review in 2018) will be taken into consideration and reflected in SELEP's governance arrangements and Assurance Framework as part of the normal annual review cycle.

4. Review of Local Enterprise Partnership Governance and Transparency

- 4.1 DCLG released the *Review of Local Enterprise Partnership Governance and Transparency* on 26th October. Amongst others, the review had been undertaken in consultation with 8 LEP Directors, including SELEP's.
- 4.2 DCLG have advised that they have accepted all Mary Ney's recommendations, that they will form part of the next revised National Assurance Framework for LEPs, and that LEPs should work to implement changes without delay. This excerpt from Simon Ridley's (DG, Decentralisation and Growth, DCLG) letter to LEP chairs is particularly apposite:

I am writing to you to advise that the department has accepted all of the recommendations of the review. All of the recommendations of Mary's review will be included in a revised National LEP Assurance Framework. As you know, DCLG and BEIS Ministers are currently undertaking a wider review into strengthening the role of LEPs, which is likely to require further changes to the Framework. Therefore we will not be amending the National LEP Assurance Framework until the broader review into strengthening LEPs has been completed. After this point, we will publish a consolidated revision to the National LEP Assurance Framework.

To ensure the necessary improvements are made before then, we will write to all LEPs in November 2017 to set out: the new requirements on LEP governance and transparency; and the steps we are taking to ensure that they are consistently and fully implemented. We will also be inviting all LEP Chief Executives to discuss the recommendations, further details will follow.

- 4.3 The SELEP Chairman has requested that, where possible, all of Mary Ney's recommendations are implemented prior to the SELEP Annual Conversation on 7th December. Therefore, the Secretariat team will be working closely with the Accountable Body to update the Assurance Framework in line with the Mary Ney review for agreement at the December Strategic Board meeting. All incremental changes which are possible in the short term will be explored
- 4.4 The table below extracts the recommendations from the Mary Ney report and provides some analysis as to SELEP's current position in implementing those changes. The words **emboldened** in the right hand column highlight where the SELEP team has some work to do in the short term.

Summary of Recommendations made by the Mary Ney Review	Assessment of the SELEP position
Board Member Remuneration	
<p>LEP board members are generally not remunerated albeit the role and expectations of time commitment have increased as the workload of LEPs has developed. A number of private sector participants in this review referred to the ethos of making a public service contribution. It is important that this ethos is supported and that proposals to achieve good governance are proportionate.</p>	<p>No SELEP board members are remunerated, however, the Strategic Board Chair does receive an allowance of £20,000 per annum plus expenses (in line with the agreed approach). We will state levels of remuneration and non-remuneration against board members names on the website.</p>
Culture and Accountability	
<p>It is recommended that the National Assurance Framework requires a brief formal assurance statement on an annual basis from the leadership of the LEP (i.e. the Chair and CEO), on the status of governance and transparency within their organisation and which can be explored in greater detail during the Annual Conversation process with government. This statement to be published on the website.</p>	<p>This is a new requirement, but formalises the existing information prepared and presented at the annual conversation. We will produce this alongside other materials for the Annual Conversation starting in 2017</p>
<p>It is recommended that the current National Assurance Framework requirement for LEPs to have a code of conduct, which all board members and staff sign up to, should explicitly require the Nolan Principles of public life to be adopted as the basis for this code.</p>	<p>The SELEP terms of reference covers this for board members but not staff, however, as employees of ECC SELEP staff members must abide by the ECC Staff Code of Conduct.</p>
<p>The National Assurance Framework should be explicit that the code of conduct for board members should address:</p> <ul style="list-style-type: none"> • the way in which the board conducts business; • the role of the board member; 	<p>The code of conduct to be updated and published separately on the SELEP website (currently only incorporated with the Assurance Framework)</p>

<ul style="list-style-type: none"> • dealing with conflicts of interest; • declarations of interest and transactions, gifts and hospitality; • policy on fees and expenses. 	
Structure and Decision Making	
<p>It is recommended that the National Assurance Framework draws explicit attention to the importance of LEP decision-making structures accommodating these separate components of good governance and that they form an essential part of assurance and ensuring probity:</p> <ul style="list-style-type: none"> • A clear strategic vision and priorities set by the Board which has been subject to wide consultation against which all decisions must be judged; • Open advertising of funding opportunities; • A sub-committee or panel with the task of assessing bids/decisions • Independent due diligence and assessment of the business case and value for money; • Specific arrangements for decisions to be signed off by a panel comprising board members from the local authority, in some cases including a power of veto; • Section 151 officer line of sight on all decisions and ability to provide financial advice; • Use of scrutiny arrangements to monitor decision-making and the achievements of the LEP. 	<ul style="list-style-type: none"> • Would be beneficial to make the link to delivery of the SEP more explicit in reports to the board; • Review of advertising arrangements required; • Investment Panel being established; • Expectation that this requirement will be met by the ITE; • The Accountability Board are responsible for this; • Already a requirement of the SELEP Assurance Framework; • Existing call-in arrangements may require strengthening.
<p>Local assurance frameworks should set out that ALL decisions must be subject to the normal business case, evaluation and scrutiny arrangements; there must be a written report with the opportunity for the Section 151 officer to provide comments, that the conflicts of interest policy will apply to decision makers regardless of whether there is a formal meeting, and that decisions should be recorded and published in the normal way, regardless of how they are taken. It is recommended that the National Assurance Framework includes requirements in relation to this.</p>	<p>This recommendation reinforces the existing expectations in the SELEP Assurance Framework</p>
Conflicts of Interest	
<p>It is recommended that the National Assurance</p>	

<p>Framework sets out specific requirements on the principles which each LEP must incorporate into its conflicts of interest policy and how it is implemented which includes:</p> <ul style="list-style-type: none"> • All board members taking personal responsibility for declaring their interests and avoiding perceptions of bias. This should be evidenced by producing and signing of their register of interests and publication on the website. • Use of a bespoke proforma for collection and publication of the information which ensures all categories of interest are systematically considered. • Categories of interest to include employment, directorships, significant shareholdings, land and property, related party transactions, membership of organisations, gifts and hospitality, sponsorships. Interests of household members to also be considered. • Action in response to any declared interests applies to any involvement with the work of the LEP and is to be recorded. 	<ul style="list-style-type: none"> • Dols are sought from board members and generally provided, but are subject to review to ensure the requirements below are met. • Some SELEP members have chosen to apply their local authority declarations which will require consideration re any additional declarations now required • Actions not currently explicitly recorded
<p>It is recommended that the National Assurance Framework requires LEPs to include in their local statements how scenarios of potential conflicts of interest of local councillors, private sector and other board members will be managed whilst ensuring input from their areas of expertise in developing strategies and decision-making, without impacting on good governance.</p> <p>There is also a need to consider the position of public sector members on LEP Boards in the context of the changing role of local authorities and their increased involvement in commercial enterprises and alternative delivery mechanisms.</p>	<p>The SELEP conflicts of interest policy will need strengthening to reflect this expectation.</p> <p>SELEP will need to consider re the practical application of such conflicts of interest e.g. where LEP funding allocations may enhance the value of LA land investments.</p>
<p>Complaints</p>	
<p>It is recommended that the National Assurance Framework requires the publication of a whistleblowing policy and arrangements for confidential reporting of allegations of untoward</p>	<p>This will need to be developed and published for SELEP.</p>

concerns by third parties/ the public.	
S151 Officer Responsibilities	
<p>It is recommended that further clarity is provided in the National Assurance Framework on the role of Section 151 officers and it is suggested that this be developed in consultation with CIPFA. This will need to consider the mechanisms the Section 151 officer uses to fulfil their role, their requirements in terms of access to decision-making bodies, ability to provide written and verbal financial advice, role of their transactional services, operation of normal checks and balances in approving expenditure, management of risk of fraud and corruption, monitoring of programme spend against resources, treasury management and borrowing, role of internal audit and external auditors and provision of an audit opinion for the LEP, visibility of reporting arrangements to both the accountable body and the LEP, production of accounts, inter-relationship with the LEP's own accounts, if relevant. The clarification of the role of the Section 151 officer could also consider the scope for the LEP CEO and the Section 151 officer to provide a formal joint Annual Governance statement which is reported to the LEP Board. It is also recommended that the National Assurance Framework sets a requirement for the Section 151 to provide a report to the Annual Conversation on their work for the LEP and their opinion with a specific requirement to identify any issues of concern on governance and transparency.</p>	<p>The Accountable Body will consider this and advise SELEP of any associated changes required to be incorporated into the Assurance Framework.</p>
<p>It is recommended that government give some thought to what flexibility might be available to smooth funding allocations to LEPs over a longer period.</p>	<p>This is a key issue for SELEP to continue to lobby government for implementation</p>
Transparency	
<p>It is recommended that the National Assurance Framework provides additional guidance on expectations on publication of agendas, meeting papers and decisions.</p>	<p>SELEP will need to consider any arrangements required above those already met by their Assurance Framework.</p>
<p>In order to achieve greater transparency of financial data and granularity on the detail of decisions and performance of funded programmes, co-operation and agreement between the LEP and the Section 151 officer on how best to provide financial data is needed. It is recommended that more explicit guidance would be helpful and that this should be developed as part of the work on the role of the Section 151</p>	<p>SELEP will need to review and update its existing financial reporting arrangements to reflect additional recommendations made.</p>

officer referred to above.	
It is recommended that LEPs report on Scrutiny arrangements in their annual assurance statement during the Annual Conversation process.	The Accountable Body will need to review this recommendation and advise SELEP accordingly.
Government Oversight and Enforcement	
It is recommended that the annual conversations have strengthened focus and designated time to examine the performance of LEPs in relation to governance and transparency and to discuss the assurance statements and the report of the Section 151 officer.	The new AC guidance is welcomed and will be taken into account when preparing for the Annual Conversation
It is recommended that a risk based approach should be used to identify LEPs where a deep dive on governance and transparency would be of assistance. It is further recommended that this deep dive is undertaken by someone with no direct involvement with the specific LEP.	To be noted.
It is recommended that government sets out in the National Assurance Framework its approach to considering delay or withholding of funding for non-compliance so that LEPs have a clear and early understanding of the matters they need to address and the timescale to be met. In considering delay or withdrawal of funding from a LEP, government should consider the impact on the programme and the arrangements for projects to continue where appropriate under alternative mechanisms.	SELEP need to keep this recommendation under review as it is taken forward by Government in order that it can respond to any additional requirements arising.
Best Practice	
It is recommended that government continue to support the work of the LEP Network and discusses with them how best to take this forward.	SELEP need to keep this recommendation under review to understand the potential implications for the LEP Network and directly or indirectly to SELEP.

5. Accountable Body comments

- 5.1 It is a requirement of Government that the SELEP agrees and implements an assurance framework that meets the revised standards set out in the LEP National Assurance Framework.
- 5.2 The purpose of the Assurance Framework is to ensure that SELEP has in place the necessary systems and processes to manage delegated funding from central Government budgets effectively.
- 5.3 The SELEP Secretariat have been advised by the Accountable to identify and prioritise the key actions required to ensure that the Assurance Framework is

fully implemented and embedded into the day to day operation of the SELEP.

- 5.4 In particular, key areas to be addressed include:
- 5.4.1 Ensuring transparency and accountability in decision making through making all relevant information available on the SELEP website and, where appropriate, partner websites in a timely and accessible manner.
 - 5.4.2 Demonstrating clear processes are in place for accessing funding and prioritisation of investment and making these available on the SELEP website.
 - 5.4.3 Ensuring that the delivery of the Growth Deal can be actively monitored and evaluated by the Strategic Board and other key stakeholders, including the public through the provision of regular updates to the Board and on the SELEP website.
 - 5.4.4 Timely provision of all board reports to the Accountable Body for review in advance of publishing.
- 5.5 It is noted from the implementation plan included in Appendix 1 that plans are in place to address the outstanding actions by the end of 2017.
- 5.6 The SELEP Secretariat also has a role in supporting the Accountable Body to meet its responsibilities that have been identified and agreed within the Assurance Framework. In particular, these responsibilities include ensuring appropriate governance, transparency and value for money with regard to the use of funding allocated to SELEP and ensuring implementation of the Assurance Framework by SELEP.
- 5.7 The Accountable Body welcomes the recommendations arising from the Mary Ney review, in particular those in relation to providing additional clarity with regard to providing greater detail on the expectations of the role of Section 151 officers in the National Assurance Framework.
- 5.8 It is the intention of the Accountable Body to support SELEP in implementing the recommendations arising from the review as part of the annual assurance framework refresh and to engage actively, where possible, with Government and others with regard to the development of the respective guidance documents that have been identified as required.
- 5.9 In the letter from Simon Ridley's (DG, Decentralisation and Growth, DCLG) letter to LEP chairs re the Mary Ney review, it was acknowledged that all recommendations are accepted. The review highlighted the concerns raised by all LEPs re the lack of certainty with regard to future year funding for multi-year schemes, which is a risk to all schemes receiving Local Growth Funding; it is therefore recommended that SELEP continue to lobby re this issue and to ensure that the recommendation for Government, copied below, is fully implemented as this will help to mitigate this risk.

"It is recommended that government sets out in the National Assurance Framework its approach to considering delay or withholding of funding for non-compliance so that LEPs have a clear and early understanding of the

matters they need to address and the timescale to be met. In considering delay or withdrawal of funding from a LEP, government should consider the impact on the programme and the arrangements for projects to continue where appropriate under alternative mechanisms.”

6. Financial Implications (Accountable Body Comments)

6.1

Government has advised in its Grant Offer Letter (Appendix 2) that the use of all Local Growth Funding will need to fulfil the following requirements:

6.1.1 It will be used to support the Growth Deal agreed between the Government and the LEP and will be used to secure the outcomes set out in the Growth Deal. Within that we expect you and your accountable body to use the freedom and flexibilities that you have to manage your capital budgets between programmes.

6.1.2 It will be deployed solely in accordance with decisions made through the local assurance framework agreed between the LEP and the accountable body. This must be compliant with the standards outlined in the national LEP assurance framework.

6.1.3 That you will track progress against agreed core metrics and outcomes, in line with the national monitoring and evaluation framework.

6.1.4 You will continue to improve governance through the strengthened Assurance Framework to ensure high levels of transparency and accountability.

6.2 The implementation plan set out in Appendix 1 is intended to demonstrate that the requirements of the SELEP Assurance Framework are being fully implemented as certified by the S151 Officer of the Accountable Body to the DCLG. The 2017/18 LGF grant payment has been made on this basis and it is therefore essential that the plan is delivered in full by 28th February 2018 when the S151 Officer is expected to update the certification of implementation.

7. Legal Implications (Accountable Body Comments)

7.1 The outstanding items on the Assurance Framework must be seen as a priority in order for the S.151 Officer to provide sign off that she is satisfied that the SELEP are operating within the remit of the national Assurance Framework.

7.2 Going forward, the additional requirements will be reviewed and where necessary SELEP's Assurance Framework will be updated. Training will be available to all members of the SELEP Board in order to understand the new

requirements particularly under the Conflict and Declarations of Interest aspects of the Review, and these will take place in early 2018.

8. Staffing and other resource implications

8.1 None at present.

9. Equality and Diversity implications

9.1 None at present.

10. List of Appendices

10.1 Appendix 1 – SELEP Assurance Framework Implementation Plan progress update

11. List of Background Papers

11.1 SELEP Assurance Framework

(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 Lorna Norris (On behalf of Margaret Lee)	09/11/2017

Appendix 1 SELEP Assurance Framework Implementation Plan progress update

Assurance Framework Ref.	Requirement	Responsibility	Priority	Timescales for Completion	Status/ Action Required
5.7.11	SELEP will identify a named individual with overall responsibility for ensuring value for money for all projects and programmes.	SELEP	Medium	Complete The SELEP Accountability board is responsible for ensuring value for money for all projects and programmes.	In advance of each Accountability Board the Chair is provided with a briefing which sets out the Chair's responsibilities to ensure decisions taken by the SELEP Accountability Board present high value for money. This includes the scrutiny of decisions coming forward at the Board meeting, with a particular focus on those decisions to award funding
5.7.11	SELEP will identify a named individual (which may be a different person) responsible for scrutiny of and recommendations relating to each business case	SELEP	Medium	Complete SELEP Accountability Board Chair is responsible for the scrutiny of recommendations relation to each	As above

				business case,	
5.11.4	A copy of the Change Request Template is available on the SELEP website	SELEP	Medium	Complete	<p>A copy of the Template is available on the 'How we Award Funding' section of the SELEP website.</p> <p>In addition, a report was presented to SELEP Accountability Board on the 26th May which set out the Change Request process.</p> <p>Local partners are implementing the practice of bringing forward a Change Request using the SELEP template.</p> <p>These Change Requests are also shared with Central Government, for their record.</p>
5.2.7	All Strategic Outline Business Cases will use the Business Case Template	Federated Area	High	Complete	<p>On the 16th August the new SELEP Business Case was issued to all partners.</p> <p>Local partners are implementing the practice of using the SELEP Business Case template for the development of Business</p>

					<p>Cases.</p> <p>The new template is being used to develop Strategic Outline Business Cases for GPF submissions.</p>
3.7.3	Declaration of interest to be noted from outset of each meeting	Board Members	High	<p>Complete</p> <p>This is an ongoing requirement which is met at the quarterly strategic board meetings.</p>	<p>At the start of each Strategic board, Accountability Board and Federated Board meeting Board members are required to state any Declarations of Interest in relation to decisions to be taken at that meeting. Declarations are included in the meeting minutes and held as part of the record of the meeting.</p> <p>Furthermore, in light of recommendations from the Mary Ney report, SELEP secretariat will be updating the declaration of interest form and guidance notes, requesting updated forms from all board members. The aim of the SELEP chair is all updated declarations are received by the annual conversation, 7th December 2017.</p>

2.7	The standard business case template includes space for promoters to explain how work is within Equality Act 2010.	SELEP	Medium	Complete	<p>A copy of the new SELEP Business Case template is available on the SELEP website in the 'How we Award Funding' section. The Business Case seeks confirmation that an Equality Impact Assessment will be completed as part of the project and how the findings of this assessment will be considered as part of the projects development.</p> <p>In addition, the S151 officer letter which is required from the lead County Council / Unitary Authority provides confirmation that the project will be delivered in accordance with the Equality Act 2010.</p>
3.9	A section is to be included in the standard business case template for promoters to set out how they will maximise social value.	SELEP	Medium	Complete	As above, the new SELEP Business Case template asks scheme promoters to provide details on how the procurement for the scheme increases social value in accordance with the Social Value Act 2012 (e.g. how in conducting the procurement process it will act with a view of improving the

					economic, social and environmental well-being of the local area and particularly local businesses);
5.2.2	Each Federal Board shall ensure that they apply the prioritisation process as approved by Strategic Board	SELEP / Federated Areas	High	Complete Each Federated Area has followed the prioritisation process agreed by Strategic Board for the prioritisation of GPF Projects, during July and August 2017	On the 9 th June 2017, the Strategic Board agreed the approach to the prioritisation of projects for Growing Places Fund (GPF). This approach has now been followed by each of the Federated Areas, with each Board having met to discuss and each Federated Board has agree their priority projects to be put forward for GPF, in accordance with the prioritisation process. This sets a clear expectation of the process for future rounds of allocating funding.
5.2.9	The business case template to include confirmation of approval by the Federal Board.	SELEP	High	Complete	Each Business Case put forward for funding allocation is required to demonstrate endorsement of the project by the Federated Board.

4.1.1	A process for implementing the prioritisation methodology will be agreed by the Strategic Board	SELEP	Very High	Part Complete Process has been agreed for GPF.	On the 9 th June 2017, the Strategic Board agreed the approach to the prioritisation of projects for Growing Places Fund (GPF). This approach has now been followed by each of the Federated Areas Process will be agreed with Strategic Board, based on the requirements for awarding funding set out in the SELEP Assurance Framework for other streams of funding.
2.4.4	Federated Boards will publish their meeting details and minutes on either their own or SELEP's website	Federated Board / SELEP	High	Part complete All Federated Board meeting papers to be made available on the SELEP website by November 2017.	All meeting dates for Federated Boards are available on the SELEP website. Further work is now required to ensure that all meeting papers are available on the website.
4.1.1	Accountability Board reports where funding is sought or changes are to be agreed will include a reporting table to confirm requirements	SELEP	Medium	Complete - Ongoing	A table is included in each report to SELEP Accountability Board for the award of funding which sets out the SELEP team's assessment of the projects eligibility for funding against

	are met.				the requirements of the Assurance Framework.
4.1.1	The phasing of investments will be reflected in report templates for funding requests to Accountability Board.	SELEP	Medium	Complete - Ongoing	A table is included in each report to SELEP Accountability Board for the award of funding which sets out the profile over which the funding is sought and the phasing of match funding contributions to the project.
5.6.14	The Gate 2 Outline Business Case for the project will be published on the SELEP website at least one month in advance of the Accountability Board meeting.	SELEP / Federated Areas	High	Complete - Ongoing	Business Cases are uploaded alongside the meeting date and meeting Forward Plan at least one month in advance of the funding decision being taken.
5.6.14	Projects completing a Gate 4 and 5 review, the full business case will be published at least one month in advance of the Accountability Board meeting	SELEP / Federated Areas	High	Complete - Ongoing	Business Cases are uploaded alongside the meeting date and meeting Forward Plan at least one month in advance of the funding decision being taken.
5.7.7	Value for money section to be reflected in the standard reporting	SELEP	High	Complete - Ongoing	A section is included in each report to SELEP Accountability Board for the

	template for Accountability Report funding approvals and changes.				award of funding, which sets out details of the projects value for money assessment and the ITE's recommendation on the projects Value for Money.
3.2.3	A link to Accountability Board papers to be available for all upper tier authorities	SELEP	High	To be completed by November 2017	<p>A copy of the SELEP Accountability Board Agenda Pack is circulated once it has been published by Essex County Council, as SELEP Accountable Body.</p> <p>Action is now required to ensure that this Agenda Pack and forward plan is being published locally. This will be brought to the attention of officers through SELEP's next Senior Officer Group and Programme Consideration Meeting.</p>
5.2	Any pan-LEP priority projects will be reviewed by the Strategic Board	SELEP	Medium	Part Complete	A process was detailed within the GPF prioritisation process (agreed at the last Strategic Board meeting on the 9 th June 2017) for both the GPF revenue and GPF capital funding for the consideration of pan – LEP

					<p>projects.</p> <p>Process will be agreed with Strategic Board, based on the requirements for awarding funding set out in the SELEP Assurance Framework.</p>
5.7.12	The business case template to be amended to include confirmation of assurances from the Section 151 officer of the promoting authority that Value for Money is true and accurate.	SELEP	High	Complete	The Business Case template contains an Appendix which sets out a S151 officer letter to be submitted alongside the Business Case to provide assurance that the information contained within the Business Case is true and accurate.
2.1.2	Federated Boards to determine and evidence own recruitment process for membership.	Federated Board	Medium	Part complete, To be fully completed by December 2017	<p>The process has been agreed with the Kent and Medway Economic Partnership (KMEP) and Team East Sussex (TES) Terms of Reference for the recruitment of new board members.</p> <p>A process is also due to be agreed at the next meeting of Opportunity South Essex (OSE) and Greater Essex</p>

					Business Board. (GEBB).
2.5.1	Each group requested to ensure that the terms of reference has been updated to reflect the requirements of the Assurance Framework.	Federated Board / Working Groups	Medium	Part complete To be fully completed by December 2017	Updated Term of Reference have been agreed by KMEP, TES and OSE, and have been drafted for GEBB to reflect the revised SELEP Terms of Reference and Assurance Framework requirements. These Terms of Reference are being reviewed to ensure compliance with the SELEP Assurance Framework. Terms of reference for GEBB are due to be agreed at the next Board meeting.
2.2.3	Appoint an additional strategic board member from the Social Enterprise group that is to be established.	SELEP	Medium	To be completed by February 2018.	A Social Enterprise group has been established, with an inception meeting being held in September 2017. A Terms of Reference is being developed for the group, to comply with the SELEP Assurance Framework and Terms of Reference. The role of the group will include identifying a Board member to attend the

					SELEP Strategic Group to represent Social Enterprise.
2.4.1	SELEP secretariat to work with Federated Boards to set out their plans to implement and monitor the Assurance Framework.	SELEP	High	Ongoing, review dates are to be planned with each area lead. To be completed by December 2017	A meeting will be organised with each Federated Board lead officer to discuss the implementation of the Assurance Framework by each Federated Board. Any risks or issues identified through this meeting will be brought to the attention of the Accountability board in the next Assurance Framework implementation update report.
2.4.1	Working Groups will publish their Terms of Reference, calendar of dates and papers produced on SELEP's website	Working Groups / SELEP	Medium	Ongoing To be completed by December 2017.	A member of the SELEP team will be attending each of the Working Groups to help identify any gaps in the publication of information on the website.
3.2.1	A section to be added to the website to address issues of governance, for example: the policy for public questions; conflicts of interest; communications and complaints to the LEP	SELEP	High	Ongoing To be completed by October 2017	A majority of the policies are now available on the SELEP website, including the Policy for Public Questions. Where this information is outstanding, it is currently with the SELEP secretariat for approval before being

					uploaded to the SELEP website.
3.2.4	All key decisions are published on the Forward Plan and available on the SELEP and upper tier authorities websites	SELEP	High	Ongoing To be completed by October 2017	All key decisions taken by the Accountability Board are included within the Forward Plan. Action is now required to ensure that the Forward Plan is also published by County Council and Unitary Authorities. This will be brought to the attention of officers in County Council's and Unitary Authorities at the next SELEP Senior Officer Group and Programme Consideration Meeting.
3.2.5	Draft minutes of all meetings are publicly available on SELEP website no more than 10 days after the meeting	SELEP	Medium	Ongoing To be completed by September 2017	Draft meeting minutes are made available on the SELEP website from the each Accountability Board meeting within 10 days of the meeting being held. It has been agreed with SELEP chair that minutes will be published following approval from the Strategic Board. Within 10 days of the

					meeting being held, summary of actions will be published.
3.3.1	Communications Strategy to be refreshed and taken to Strategic Board for approval and implementation	SELEP	Medium	To be completed by December 2017	An interim role (to cover maternity leave) has been appointed to in order to lead work on the SELEP website and develop a SELEP Communication Strategy, in partnership with Federated Areas.
3.7.1	All members of Strategic or Accountability Board are required to complete a Declaration of Interest form	SELEP / Board Members	High	Ongoing	<p>Whilst a majority of Board members have made available their Declaration of Interest Form (which have been published on the SELEP website), the Strategic Board meeting on the 22nd September will be used to remind Board members of this requirement.</p> <p>Several reminder emails have been sent out regarding all outstanding declarations of interests. Within the coming weeks the refreshed Declaration of Interest form will be sent to all board members.</p>

3.7.2	Declaration of Interest forms to be published on website	SELEP	High	Ongoing	As above.
5,2,3	A single LEP project list will be published on the SELEP website as part of the Infrastructure and Investment Plan	SELEP	Very High	Planned	<p>A single list of priorities will be identified as part of the GPF bidding process. This list will be published on the SELEP website once it has been agreed at the Investment Panel meeting on the 17th November 2017.</p> <p>In addition, the LGF Round 3 single list of priorities (and available on the SELEP website), sets out a list of SELEP priority projects for investment, in advance of the new Strategic Economic Plan and Infrastructure and Investment Plan being agreed by the Strategic Board.</p>
3.7.2	All declarations of interest reviewed annually	SELEP	High	Planned	The declarations of interest will be reviewed November 2017 to ensure that they are in line with the Mary Ney recommendations and before SELEP's annual conversation.

1.10	Refresh of Assurance Framework to be a standing item to the last Strategic Board meeting of each calendar year.	SELEP	Low	Planned	Dec 2017
2.1.3	A best practice review undertaken annually as part of the review of the Assurance Framework.	SELEP	Low	Planned	Dec 2017