

Hull and East Yorkshire LEP Board

Paper C – Assurance Framework and LEP Delivery Plan 2021/22

Report to the Audit, Finance and Governance Panel – 13 July 2021

Report from Laura Barley, Business Programme Manager

1. Summary

1.1. This report provides details of the Hull and East Yorkshire (HEY) Local Enterprise Partnership (LEP) Assurance Framework and Delivery Plan 2021/22, the purpose, content and timescales involved.

2. Recommendations

2.1. That the panel reviews the information included within the report and the attached Assurance Framework Advance Draft and recommends that the HEY LEP Board approves the HEY LEP Assurance Framework.

3. Background & Purpose

3.1. The HEY LEP Assurance Framework provides assurance to Government and Parliament (as well as the residents, businesses and other stakeholders) that there are robust systems and processes in place locally to ensure resources are spent with regularity, propriety and value for money. All LEPs must have an Assurance Framework in place in order to maintain compliance with the Department for Business, Energy and Industrial Strategy (BEIS) requirements.

3.2. In 2019/2020, BEIS also introduced the requirement for all Local Enterprise Partnerships to produce a Delivery Plan to outline key targets for the forthcoming year. Plans must be created on an annual basis. The LEP Delivery Plan is a key part of the Assurance Framework.

3.3. Given that the HEY LEP is in its early stages, the Assurance Framework and Delivery Plan will provide assurance to BEIS and our key stakeholders that we are actively working towards ensuring that robust new governance structures and strategies will be in place over the coming months.

4. Content

4.1. The Assurance Framework (AF) is currently in draft, prior to the LEP Board meeting on 21 July 2021. It outlines HEY LEP's approach to managing funding allocated to it by central Government, in conjunction with its accountable bodies, the two local authorities of Hull City and East Riding of Yorkshire Councils and the Hull and East Riding Unitary Leaders Board.

4.2. The new HEY LEP Assurance Framework is based upon the previous Humber LEP's document, in line with the National Assurance Framework requirements, and has been updated to reflect the changes made to the governance structures, policies and procedures in the creation of the new LEP.

- 4.3. The main body of the AF document outlines the general principles and processes used and is not specific to any one funding stream. Schedules attached to the AF document give the specific information relating to how the Framework will be implemented by applicable funding streams.
- 4.4. The Framework is underpinned by a suite of documents, including terms of reference, schemes of delegation, policies and procedures, which apply to all of the activities in which the HEY LEP is involved – not just those which involve managing public money.
- 4.5. An advance draft of the AF has been sent to both Peter Campey, Assistant Director at the Cities and Local Growth Unit and accountable body representatives including Graeme Smith, Finance Business Partner. Comments have been incorporated into the final advance draft which is attached to this paper at Appendix 1.
- 4.6. The HEY LEP Delivery Plan 2021/22 has been signed off by the HEY LEP Chair on behalf of the HEY LEP Board. Prior to sign off, this was also reviewed by the people above and comments incorporated into the final version.
- 4.7. The Delivery Plan focuses on three key areas of activity for the forthcoming year – Governance, Strategy and Programmes. It outlines the progress made to date in establishing the new HEY LEP and sets a number of targets and milestones for the continued development of the LEP, its structures, strategies and programmes.
- 4.8. A programme Gantt chart, providing details of key programme delivery timescales, also forms part of the Delivery Plan.
- 4.9. The Delivery Plan will be used to monitor our progress throughout the year and will form the basis of our Annual Review for 2021/22 which will be published in summer 2022. A copy of the HEY LEP Delivery Plan is attached at Appendix 2, along with the programme Gantt Chart at Appendix 3.

5. Timescales

- 5.1. All LEPs must have an Assurance Framework in place to cover its activities and maintain compliance. In order to ensure compliance at the start of the new HEY LEP, the HEY LEP Board agreed to a set of interim arrangements at its first meeting on 19 April 2021, whilst the new AF was being developed. The new HEY LEP AF must be in place by the end of July 2021.
- 5.2. In order to ensure compliance with BEIS requirements, the HEY LEP Delivery Plan 2021/22 had to be completed by no later than 30 June 2021. This has now been published on the HEY LEP website.