

# Hull and East Yorkshire LEP Board

Assurance Framework

Report to the Board, 21<sup>st</sup> July 2021

Paper G - 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.

## **2. Recommendations**

2.1. That the HEY LEP Board reviews the information included within the report and attached Appendix 1 - Assurance Framework and approves the first edition of 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. Given that the HEY LEP is in its early stages, the Assurance Framework alongside the HEY LEP Delivery Plan 2021/22 which was presented to the Board in June, 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 HEY LEP adopted interim arrangements for governance and assurance, based on the previous Humber LEP's Assurance Framework and its established good practice and processes developed in line with the National Local Growth Assurance Framework. These interim arrangements were designed to ensure that the HEY LEP could start life as a fully compliant organisation and could continue the delivery of work started under the Humber LEP uninterrupted whilst the HEY LEP's Assurance Framework (AF) was developed.

4.2. The HEY LEP's Assurance Framework is currently in draft. It outlines the 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.

- 4.3. 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.
- 4.4. 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.
- 4.5. 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.
- 4.6. 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 AF First Edition which is attached to this paper at Appendix 1.
- 4.7. The first edition of the HEY LEP Assurance Framework was also reviewed by the Audit, Finance and Governance Panel at its meeting on 13 July 2021. The Panel recommended that the first edition of the HEY LEP Assurance Framework is formally approved and adopted by the HEY LEP Board.
- 4.8. The AF is a dynamic document and will continue to be updated as and when new policies and procedures are put in place, terms of reference are confirmed and new programmes come on stream. Any substantive changes will return to the Board for review and adoption.

## **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.