



# Assurance Framework

Stoke-on-Trent and Staffordshire  
Enterprise Partnership

February 2017

## **Introduction**

In order to ensure that the Stoke-on-Trent and Staffordshire Local Enterprise Partnership (SSLEP) is best placed to deliver its ambitious economic objectives a robust Assurance Framework has been developed which will both give confidence to all stakeholders that appropriate arrangements are in place to the deliver the SSLEP's Strategic Economic Plan.

Utilising best practise advice, we have developed a number of documents that together comprise the SSLEP Assurance Framework.

This Assurance Framework includes the SSLEP's:

- Constitution (setting out rules of procedure and decision making processes).
- Enquiries Compliments and Complaints Policy.
- Project prioritisation and business case process.
- Business case template.
- Business Case assessment template.
- Service Level Agreement with the Accountable Bodies (Staffordshire County Council and Stoke-on-Trent City Council).
- Standard Grant Agreement with delivery partners.
- Whistleblowing Policy.

This Assurance Framework is a 'live' suite of documents which will be reviewed annually. Additional documents may be added. Any amendments or additions to the Framework will be approved by the LEP Partnership Board.