

Annex C: Governance Assurance Statement

The LEP Chair and Chief Executive should here provide a brief formal assurance statement on the status of governance and transparency. In particular, you should focus on any issues raised in Annex A. This statement should also be published on the LEP's website following conclusion of the Annual Conversation process (in April 2018). You should cover any Overview and Scrutiny function undertaken by the Accountable Body. **(max 500 words)**

The Assurance Framework is published at <https://www.stokestaffslep.org.uk/about-us/governance/> . In addition an Annual Report and Annual Accounts are prepared and published <https://www.stokestaffslep.org.uk/delivering-growth/annual-reports/>

SSLEP has a Partnership Board which meets every six months and inputs into the development of the LEP's strategy, governance, and direction with an Executive Group which meets regularly and agrees investment decisions, strategy delivery, and investment programmes. In both of these groups transparency and accountability are highlighted and all members are required to have a current declaration of interest completed as well as being asked to declare any additional relevant interests in the meeting. This structure has the benefit of engaging a wider group of partners at the Partnership Board level whilst having a more compact Executive Group which is accountable for the operational management of LEP business. The decision making groups are the Executive and Partnership Board. At each meeting all members present are asked to declare any interests relevant to items on the agenda.

Following audits and the annual conversation last year we have appointed a new Board Member with SME responsibilities, in recruiting our new members we have emphasised the need for diversity, have recently revised our website, and have appointed an independent programme consultant for a further two years. In addition we have extended the amount of information on each meeting that is published on our website. The SSLEP has applied its assurance framework and documented decisions on our website. (A separate summary of actions following the previous conversation has been prepared)

All members have provided Declarations of Interest and these are also published. Where there is the potential for an alternate at the Executive Group in accordance with the constitution these are secured in advance of the participation of that person in a decision.

Where electronic decisions have been taken. These have been recorded on a form and the non confidential ones being uploaded onto the website. In the last one electronic decision which related to the re-appointment of the Chairman.

The decision making groups are the Executive and Partnership Board. At each meeting all members present are asked to declare any interests relevant to items on the agenda.


Papers and minutes are published on the website at <https://www.stokestaffslep.org.uk/resources/> where necessary confidential items are redacted.


The SSLEP has been the subject of Overview and Scrutiny by Staffordshire County Councils Corporate Review Committee on the 3rd April 2017. The City Renewal Overview and Scrutiny Committee considered the LEP at its meeting on the 9th November 2017. In addition an annual arrangement for joint scrutiny with Stoke-on-Trent City Council has been agreed with a meeting scheduled for April 2018. In addition as set out in Annex C financial audits are undertaken annually.

The SSLEP continues to be grateful for the support of Staffordshire County and Stoke-on-Trent City Council's for acting as Accountable Body for programmes and projects as well as providing officer support to the LEP team.

Our overall approach is to harness the skills and knowledge of the partners to improve the economic well-being of Stoke-on-Trent and Staffordshire.

Chair & Chief Executive Sign-off:

Signed: 
Name: DAVID S FROST
Position: CHAIRMAN
Date: 27/11/17

Signed: 
Name: P.S.J. DAVENPORT
Position: PARTNERSHIP MANAGER
Date: 27th NOVEMBER 2017