**STOKE ON TRENT & STAFFORDSHIRE**

**LOCAL ENTERPRISE PARTNERSHIP**

**COMPANY EXECUTIVE BOARD MEETING**

**16 April 2020**

**LEP Review – Assurance Framework Updates**

**1. Background**

1.1 During 2019/20, the LEP Secretariat has been reviewing various areas of the SSLEP Assurance Framework which sets out the procedures and practices of the partnership, its Board and sub groups. This review has been undertaken in order to ensure that the partnership is ‘future fit’ for the next phase of delivery of the government’s economic growth agenda, ensuring SSLEP is fully in line with the National Local Growth Assurance Framework (January 2019). The review has also been undertaken in order to strengthen specific areas of governance identified in the Annual Performance Review Improvement Plan 2019/20 (see agenda item 12). The work is undertaken by the LEP secretariat, working with Board Directors, overseen by the Accountable Body S151 Finance Officer who is required to confirm to government that the updated document is in line with the National Assurance Framework.

1.2 The Assurance Framework was last presented to the Board for endorsement in September 2020. Since this time, minor updates have been approved by the Board at various meetings and are now incorporated in latest update of the document. These are as follows:

* Updates to the Terms of Reference for the Strategic Programme Management Group, the Audit and Finance Group and the Ceramic Valley Enterprise Zone Project Board (Pages 18, 25 & 29)
* Removal of the Programme Management Group, whose responsibilities are now incorporated within the SPMG, and update on the business case assessment process to include reference to commissioning and provide the streamlined process diagram (Pg 132)
* Update on the secretariat structure and post names (Pg 40).
* Update on the SSLEP Organisational Structure (Pg 58)

1.3 The Assurance Framework is now a lengthy document and has not been circulated electronically but can be found on the LEP website at:

 <https://www.stokestaffslep.org.uk/about-us/governance/>

1.4 The Assurance Framework is a living document and will be continually updated as required by the Company Board and government policy changes. It will be brought to Board for consideration biannually, as a minimum. While minor changes will be notified to and agreed by the S151 Officer, changes of note will continue to be brought to the Board for agreement.

**Recommendation: That the Board approves the updated Assurance Framework (April 2020 v7).**