

Appendix C – SE LEP Assurance & Accountability Framework (governance & delivery)

- Local framework key responsibilities, functions and main actions

	Key responsibilities	Practical Functions / Main Actions
Government	(i) Awarding LGF funding and contract for each Round, whilst ensuring correct and appropriate use of public money within the Local Growth Fund	Agree projects and funding to SELEP area; Award contracts on yearly advance payments; monitoring against grant contract targets
South East Local Enterprise Partnership (SE LEP)	(i) SELEP Strategic Board (SSB), the main SE LEP interface with Government to influence and lobby, providing strategic leadership on vision and priorities, championing the SELEP area and supporting pan-LEP activity; (ii) The SELEP Accountability Board (SAB) to implement the SELEP Assurance and Accountability framework – the main management and accountability structure	On the SSB – representation from East Sussex includes three local government reps ESCC Cllr K.Glazier, ESCC Cllr Simmons & 1 B/DC rep, alongside 3 x TES business reps. On the SAB - For ESCC Cllr. K. Glazier Leader (executive member with voting right) and supported by ESCC Section 151 officer in an advisory capacity Tolerance levels on over and underspends; agree inclusion of new projects Independent Technical Evaluator (ITE) assesses all business cases before approval; Applying the monitoring and evaluation framework
Essex County Council (ECC)	(i) The Accountable body for SELEP (ii) To ensure all relevant legal requirements are followed and the SE LEP Assurance Framework is adhered to	ECC responsible for overall LGF funding, management and accountability and devolving these responsibilities to local federated accountability arrangements under the Assurance Framework; Single grant SLAs from ECC to federated areas on agreed projects require ESCC S151 officer approval
East Sussex County Council (ESCC)	(i) Local Accountable body for ES – LGF programme management, accountability, spend and monitoring, reporting and evaluation; (ii) Responsible for any project over / under spend and clawback	Financial and monitoring/reporting responsibility - Establish an Internal ESCC Accountability Board or, as a minimum, institute a formal robust checking process under the Assurance Framework by finance and legal? Tolerance levels of below 10% retain funds for ES LGF over/underspends; above 10% to go up to SELEP Acct. Board; Agree SLA from ECC, local procurement & contracts to include SELEP requirements under Assurance Framework e.g. finance, outputs, monitoring and evaluation
Team East Sussex (TES)	(i) Acts as an advisory partnership in respect of overseeing local delivery of LGF programme within agreed tolerance levels, working to the Assurance Framework provisions; (ii) To consider LGF project proposals under SELEP wide project evaluation matrix along with the ITE	Consider and recommend project variance within tolerance levels to include impacts on outputs and outcomes agreed; Monitoring and accountability procedures developed to include quarterly project reporting, agreed by the ESCC S151 officer, to SELEP Acct. Board
Project Deliverers (internal to ESCC and external)	(i) Adherence to SLA/contract requirements and delivery of schemes; raising issues early incl. spend profile changes	Contracts produced to include accountability and finance, alongside reporting, monitoring and evaluation requirements; Cover for ESCC against clawback (external deliverers/Tier 1 contractors)

- **Actions for TES**

The following actions for the 'Local Area Delivery Partnership' (TES) have been drawn from the SE LEP Accountability & Assurance Framework / Service Level Agreement:

1. Under the Assurance Framework TES will operate as an advisory partnership to ESCC (the ESCC S151 Chief Finance Officer) on the local Growth Deal Programme. It is advised that the Section 151 Officer attends future TES meetings.
2. The Partnership will manage local LGF programme delivery within specified local tolerance levels for both spend and delivery as agreed by the SE LEP Accountability Board.
3. TES will submit quarterly reports, agreed by the ESCC S151 Officer, to the SE LEP Accountability Board for formal approval.
4. TES will implement the new cross LEP 'scheme evaluation framework' to identify local priority projects in liaison with the SE LEP Independent Technical Adviser.
5. TES can recommend to the County Council the re-use of any underspend of LGF expenditure on any single project of up to 10%, provided that the overall schemes within the Council's programme are still delivered along with the overall benefits realisation as set out in the individual business cases.
6. In respect of recommendations of reallocation of underspend in excess of 10%, re-use of this money must be agreed by the Accountability Board. The inclusion of a new project shall also be determined by the Accountability Board.
7. TES already has Terms of Reference, however these will need to be revisited to take account of any additional roles/responsibilities as required under the Assurance Framework, and this is likely to include a register of interests and adoption of relevant aspects of the SE LEP Conflicts of Interest Policy.