

## GFirst LEP Strategic Economic Plan Delivery

### Assurance Framework

#### Organisations and Bodies involved in Delivery

(updated Jan 2023)

#### Background

This annex provides summary information about the decision making and advisory bodies and organisations, which have responsibilities and important roles in; the delivery of the Growth Deal for Gloucestershire and; the Assurance Framework for this process.

Related information is also provided in the diagrams contained within Annexes to the Assurance Framework including:

Annex B; Growth and Governance

Annex D; Growth Fund Project Assessment and Fund Management Process

<b>Delivery bodies/groups and how they relate to the GFirst LEP Board</b>	
<b>GFirst Local Enterprise Partnership Board</b>	<b>Role and Responsibilities</b>
<ul style="list-style-type: none"> <li>• Board has a minimum of 6 and a maximum of 14 directors.</li> <li>• One third of the Directors represent the public sector, including local government, further education and higher education.</li> <li>• Majority of directors from private sector (two thirds minimum).</li> <li>• Representation from voluntary, community and social enterprise sector.</li> <li>• One Director from Gloucestershire County Council.</li> <li>• Chief Executive Officer of GFirst LEP is an ex officio Director</li> </ul> <p><a href="http://www.gfirstlep.com/gfirst-LEP/About-Us/The-Board/">http://www.gfirstlep.com/gfirst-LEP/About-Us/The-Board/</a></p>	<ul style="list-style-type: none"> <li>• Responsible for strategic decision making of the LEP.</li> <li>• Responsible to Government for ensuring that all aspects of the Growth Deal are delivered.</li> </ul> <p>For Single Local Growth Fund (SLGF) and Getting Building Fund (GBF), the LEP Board has the authority to:</p> <ol style="list-style-type: none"> <li>a) Review and approve business case proposals for projects to be presented to Government with the aim of including them as part of the Growth Deal with Government;</li> <li>b) Review the recommendations made by the LEP Investment Panel and the findings of the due diligence assessments of projects in order to; make decisions to approve funding without conditions; approve for funding with conditions; require business case re-writing and re-submission.</li> <li>c) Review project monitoring reports and, if necessary, suspend or stop further payments to project promoters where insufficient progress has been made or where the Programme Management Group/Accountable Body advise that this is necessary.</li> </ol>
<b>Project Management Boards</b>	<b>Role and Responsibilities</b>
<p>Project Management Boards may be set up to oversee delivery and ensure that progress is being made.</p> <p>Membership of these Boards will be agreed in partnership with the Lead Partners and the</p>	<p>Project Management Boards will report directly to the LEP Board,</p> <ul style="list-style-type: none"> <li>• To provide progress updates and recommendations as appropriate</li> </ul>

<p>structure and meeting arrangements for these will be reviewed annually to ensure fitness for purpose.</p>	<ul style="list-style-type: none"> <li>To oversee financial, delivery and output/outcome performance of main investment areas.</li> </ul>
<p><b>Gloucestershire Economic Growth Joint Committee (GEGJC)</b></p>	<p><b>Role and Responsibilities</b></p>
<ul style="list-style-type: none"> <li>One member (the Leader) from each of the seven Gloucestershire Local Authorities (voting)</li> <li>The Chair of Gloucestershire's LEP (non-voting)</li> <li>one other Board member of GFirst LEP (non-voting)</li> </ul> <p><a href="http://glostext.gloucestershire.gov.uk/mgCommitteeDetails.aspx?ID=725">http://glostext.gloucestershire.gov.uk/mgCommitteeDetails.aspx?ID=725</a></p>	<ul style="list-style-type: none"> <li>To facilitate and enable collaboration between the local authorities on economic development and associated activities</li> <li>In conjunction with the GFirst LEP Board to formulate and agree the Gloucestershire Strategic Economic Plan and the Gloucestershire EU Structural and Investment Fund Strategy and other economic plans related to economic growth and to work jointly to ensure their delivery</li> <li>To make recommendations to the GFirst LEP Board on matters relating to the economic wellbeing of Gloucestershire</li> <li>To ensure a coordinated approach by liaising with other groups/boards e.g. LEP Investment Panel, County Strategic Planning and Infrastructure Group</li> </ul>
<p><b>Gloucestershire Economic Growth Overview and Scrutiny Committee (GEGOSC)</b></p>	<p><b>Role and Responsibilities</b></p>
<p>Six County Councillors and one person from each of the District Councils in Gloucestershire as voting co-opted Members.</p> <p><a href="http://glostext.gloucestershire.gov.uk/mgCommitteeDetails.aspx?ID=731">http://glostext.gloucestershire.gov.uk/mgCommitteeDetails.aspx?ID=731</a></p>	<p><b>Scrutiny Role:</b></p> <ul style="list-style-type: none"> <li>To review the decisions of the Gloucestershire Economic Growth Joint Committee and</li> <li>To review the overall impact and delivery outcomes of the Gloucestershire Strategic Economic Plan and to make recommendations to the LEP Board and the Joint Committee on issues and Improvements</li> </ul>
<p><b>Gloucestershire County Council – Accountable Body Role</b></p>	<p><b>Role and Responsibilities</b></p>
<p>Accountable body for the government's Local Growth funds which will be used to deliver the Growth Plan for Gloucestershire.</p> <p>Gloucestershire County Council (through its Responsible Financial Officer – the Section 151 Officer) is accountable for ensuring the grant income received is administered correctly.</p> <p>Gloucestershire County Council website <a href="http://www.gloucestershire.gov.uk">www.gloucestershire.gov.uk</a></p>	<p>Gloucestershire County Council is responsible for monitoring for compliance within the terms of the LEP Assurance Framework</p> <ul style="list-style-type: none"> <li>To ensure use of resources in accordance with Gloucestershire County Council's established processes including financial regulations and contract regulations</li> <li>To ensure there are arrangements for local audit of funding</li> <li>To issue funding agreements between the County Council and the project promoter to set out the terms and conditions for the Local Growth Funds</li> <li>To manage the administration fee process</li> <li>To manage the due diligence process</li> </ul>
<p><b>LEP Investment Panel</b></p>	<p><b>Role and Responsibilities</b></p>

<p>Advisory Panel which comprises both public/private sector representation as follows :</p> <ul style="list-style-type: none"> <li>• Chair – Chief Executive of LEP</li> <li>• Private sector representatives from key Gloucestershire Business sector groups</li> <li>• Three Senior Officer representatives from Local Authorities – to include both rural and urban district councils ideally</li> <li>• Two Gloucestershire County Council officers (1 acting as Accountable Body observer)</li> <li>• Senior representative of the Homes and Communities Agency</li> </ul>	<p>Responsible for providing reports and recommendations to the LEP Board to facilitate the decision process for Local Growth fund grants</p> <ul style="list-style-type: none"> <li>• To review the external Due Diligence reports regarding growth deal funding grant allocations to projects</li> <li>• To advise and make recommendations to the LEP Board on the grant allocation proposed and specific conditions or particular points to be considered</li> <li>• To identify contractual terms and advise the LEP Board accordingly</li> </ul> <p><b>Please note:</b> LEP Investment Panel has an important advisory role for the GIIF loan funding. The Panel reviews external appraisals, and makes investment recommendations to the LEP Board</p>
<p><b>Programme Management Group (PMG)</b></p>	<p><b>Role and Responsibilities</b></p>
<p>Advisory group which comprises:</p> <ul style="list-style-type: none"> <li>• officers from the executive/staff of GFirst LEP</li> <li>• expert officers from the Accountable Body (Gloucestershire County Council)</li> <li>• specialist financial and legal input as required</li> </ul>	<p>Responsible for day to day management of the delivery processes including:</p> <ul style="list-style-type: none"> <li>• To receive and review the submitted EOI and Initial business case proposals, for Single Local Growth Fund &amp; Getting Building Fund</li> <li>• To work with Government departments and agencies</li> <li>• To communicate with project promoters.</li> <li>• To commission, report on and review the recommendations produced following the due diligence process for Single Local Growth Fund proposals</li> <li>• To prepare and present summary papers and reports (e.g. due diligence) to key meetings including; LEP Investment Panel, GEGJC, LEP Board to support the delivery of the LGF and the necessary decision making process.</li> <li>• To work with Gloucestershire County Council as Accountable Body to agree project milestones, funding drawdown and project monitoring processes that will form the basis of the funding agreements between GCC and the project promoters.</li> <li>• To undertake other programme management tasks as required and directed by the LEP Board.</li> </ul>