

20th May 2019

Revised LEP Policies

Purpose of Report

This report presents LEP policies, revised to ensure compliance with National Assurance Framework guidance.

Thematic Priority

Cross cutting.

Freedom of Information

This paper will be made available under the MCA publication scheme.

Recommendations

The LEP Board is asked to consider and agreed the proposed changes to the LEP policies.

1. Introduction

- 1.1 Further to the publication of a revised National Assurance Framework and in line with SCR's commitment to review LEP policies annually, this report presents an overview of the changes required to ensure compliance with the new guidance.
- 1.2 The revised policies are published in draft form on the [SCR website](#) and were circulated to LEP Board members on the 1st April 2019.

2. Proposal and justification

2.1 Overview of changes

Diversity Policy

Key changes made to meet the requirements of the guidance

- Added a commitment to ensuring Private Sector membership has equal representation by 2023.
- Added a commitment to naming the Diversity Champion on the website.

2.2 Expenses Policy

Key changes made to meet the requirements of the guidance

- Clarified that Members expenses claims will be published on the SCR website quarterly.

2.3 Terms of Reference

Key changes made to meet the requirements of the guidance

- Made reference to LEP supporting the Mayor in developing the LIS
- Added reference to MCA having a Scheme of Delegation
- Clarified public sector/private sector membership ration and referenced the 'exceptional circumstance' in not being able to meet the requirement of one third

public sector to two thirds private sector membership ratio whilst also adhering to the membership limit of 20 people.

- Added reference to the Appointments Committee and the inclusion of the E & D Champion on the panel. (This is not a requirement of national guidance but we commit to it in our Diversity Policy. It can be removed if necessary)
- Added the provision for the Chair and Vice-chair to be appointed for a further term on exceptional circumstances.
- Changed frequency of meetings to 8 weeks (from 6)
- Clarified that the quorum will be one quarter private sector and one quarter of constituent public sector members.
- Added that RoI will be reviewed annually.
- Amended section on transparency to clarify that information will not be published and considered exempt under the Local Government Act 1972 Schedule 12A. Included reference to the SCR Executive Team being 'independent'

2.4 Whistleblowing Policy

Key changes made to meet the requirements of the guidance

- Added placeholders for links to other relevant policies as required by guidance.
- Added (at 10.3) that the Responsible Officer will inform CLG of any concerns raised.
- Added (at 10.6) that where possible, a final response will be provided to the Discloser, no more than 28 working days of the concern being raised.

2.5 Confidential Complaints

Key changes made to meet the requirements of the guidance

- Amended reference to DPA.
- Specified a 3 stage process aligned to example policy, including escalation routes and where a complainant could seek help in making a complaint.

2.6 Complaints Procedure

Key changes made to meet the requirements of the guidance

- Added reference to Confidential Complaints Policy
- Included reference to escalating the complaint to the Monitoring Officer
- Included reference to aiming to provide a full response within 28 days

2.7 Code of Conduct

Key changes made to meet the requirements of the guidance

- Added requirement for Members to sign up to the Code upon appointment.
- Added reference to Diversity Policy as required by guidance.

2.8 Declaration of Interests Policy

Key changes made to meet the requirements of the guidance

- Clarified who is required to complete the Register.

2.9 Gifts & Hospitality Policy

Key changes

None required by national guidance, only to have one in place.

2.11 Next steps

Further to ratification by the LEP Board the policies will be re-published as 'final' on the SCR website and will be scheduled for an annual review in 2020.

3. Consideration of alternative approaches

- 3.1 The LEP Policy Framework ensures the key requirements of the SCR Assurance Framework are implemented. Failure to update the policies in line with guidance would risk the SCR being non-compliant with national standards on governance and

transparency. The Government has clearly indicated that failure to comply will result in funding being withheld from the LEP.

4. Implications

4.1 Financial

The SCR LEP and MCA are required to demonstrate compliance with national guidance in order to receive the core funding and LGF allocated to the LEP by Government. The LGF element alone represents around £194 million up to 2020/21. This investment is vital in enabling the SCR LEP to be able to deliver and realise the outcomes identified in the Strategic Economic Plan.

4.2 Legal

The Assurance Framework outlines the legal duties of the MCA as the Accountable body for the LEP and the policies and procedures that are in place to ensure that the MCA and LEP make decisions in a legally compliant, robust and transparent manner.

4.3 Risk Management

Robust policies and procedures that are reviewed, updated regularly and are communicated effectively are an essential control in managing risk.

4.4 Equality, Diversity and Social Inclusion

The LEP is required to demonstrate its approach to equality and diversity in terms of the composition of the LEP Board and its Equality and Diversity policy (see section 2.1)

5. Communications

- 5.1 Revised draft policies will be communicated to LEP Board members by email, published on the SCR website by 1st April. Draft policies will be ratified at the next LEP Board meeting 20th May.

6. Appendices/Annexes

- 6.1 None

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Background papers used in the preparation of this report are available for inspection at: 11 Broad Street West, Sheffield S1 2BQ

Other sources and references: