

Marches Local Enterprise Partnership Scheme of Delegation

This schedule seeks to record where authority rests within the LEP for financial decision making. No such schedule can be completely comprehensive, but this seeks to provide a framework through which other decisions may be resolved.

Acronyms

Marches LEP Board	ML Board
Performance, Risk and Monitoring Committee	PRMC
Accountable Body S151 Finance Officer	S151

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LEP Board

Function	Approval by:	Recommendation by:	Delegation
<p>Set the overarching vision and strategy for the below listed Strategies and Plans, sign off final versions of the documents including the priorities for investment and review progress in delivering them on at least an annual basis:</p> <ul style="list-style-type: none"> • Strategic Economic Plan (SEP) • LEP Annual Delivery Plan (and performance reporting by exception against that plan) • Growth Deal Programme • Marches Investment Fund • Skills Plan, Transport Plan, Energy Strategy • Growth Hub Delivery Plan • EU Structural & Investment Funds Strategy & successor funds • Local Industrial Strategy 	ML Board	LEP Management Group and other subgroups as appropriate	Minor in year changes and updates are carried out by the respective sub-group chairs in consultation with the LEP Director
Agree the <u>allocation</u> of Marches LEP revenue and capital spend relating to the delivery of the LEP Economic Plan and other LEP strategies and plans	ML Board	LEP Management Group and other subgroups as appropriate	1. LEP Director following consultation with S151, the LEP Chair and Vice Chair can allocate up to £500k revenue and capital spend relating to the delivery of the SEP and other strategies and plans.
	ML Board	LEP Management Group and other subgroups as appropriate	2. LEP Director - where an <u>urgent decision is required</u> (one which cannot be reasonably deferred to the next Board meeting), following consultation with the S151 and LEP Chair, can seek approval

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			from the LEP Board via email on an allocation of up to £5m revenue and capital.
Agree Marches LEP <u>capital expenditure</u> programmes relating to the delivery of the LEP Strategic Economic Plan, and ensure policy and programmes are delivered effectively	ML Board	LEP Management Group and other subgroups as appropriate	1.LEP Director following consultation with S151, the LEP Chair and Vice Chair can allocate up to £500k revenue and capital spend relating to the delivery of the SEP.
	ML Board	LEP Management Group and other subgroups as appropriate	2. LEP Director - where an <u>urgent decision is required</u> (one which cannot be reasonably deferred to the next Board meeting), following consultation with the S151 and LEP Chair, can seek approval from the LEP Board via email on expenditure up to £5m revenue and capital.
Approval of annual core LEP budget (which includes the funding for the LEP secretariat)	ML Board	Chair of PRMC, S151, LEP Director	In year changes – Marches LEP Director in consultation with S151, LEP Chair and Vice Chair
Approval of Annual Statement of Accounts	ML Board	S151	None
Agree the LEP accountable body and/or any changes to the existing relationship with Shropshire Council	ML Board	Chair of PRMC, LEP Director, S151	None
Determine the operating structure and governance arrangements of the LEP including appointment of the LEP Chair, Vice Chair, ML Board Members and Chairs of Sub-groups of the ML Board.	ML Board	S151, LEP Director	Appointments to Sub-Groups - Sub-group Chair in consultation with the LEP Director

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Sign off the of the updated Accountability and Assurance Framework in line with government guidance.			
Overseeing Programme Management of Growth Deal, Marches Investment Fund, the Marches Growth Hub including information monitoring arrangements	ML Board	S151, LEP Director, Chair of PRMC, Chair of Growth Hub Steering Group	PRMC - to undertake an in-depth bi monthly review and report any major concerns or variances to the ML Board
Overseeing Risk Management of the overall LEP investment programme	ML Board	S151, LEP Director, Chair of PRMC	PRMC to maintain and review Programme and Project Risk registers and report to each LEP Board on any key changes
The ML Board may delegate specific functions (or parts of functions) to other groups or individuals. However, the LEP Board will retain overall responsibility for these functions even when they delegate responsibility for delivery	ML Board	Sub Committee Chairs and individuals	
Authority to appoint/ terminate LEP Director post, in line with Shropshire Council policy	ML Board	S151	None

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LEP Board delegations to Sub-Groups of the LEP Board and Individuals

Performance, Risk and Monitoring Committee

Function	Responsible For	Supported by
Monitoring the delivery, outputs and spend of the projects funded under the Growth Deal Programme and other funding programmes including Marches Investment Fund, Marches Growth Hub	PRMC	LEP Secretariat and S151
Recommending to the ML Board the annual LEP core budget and monitoring expenditure (which includes the funding for the LEP Secretariat)	PRMC	LEP Secretariat and S151
Monitoring LEP legal & governance compliance e.g. data protection, health and safety, FOI, complaints, declarations of interest, gifts and hospitality etc. for the LEP Secretariat and LEP Board Members.	PRMC	LEP Secretariat and S151
Ensuring the Programme and Project Risk Registers for LEP the LEP investment programme (Growth Deal, Marches Investment Fund and other programmes) are reviewed and that all mitigations are up to date/appropriate and if a project is at Risk this is brought to the attention of the ML Board with recommendations for action	PRMC	LEP Secretariat and S151
Making recommendations on courses of action if projects are delayed and or not spending to profile, referring issues and any significant proposals for change to the LEP programme of investment to the ML Board and S151	PRMC	LEP Secretariat and S151
Maintaining strategic oversight of all LEP led expenditure to ensure that, taken together, it represents value for money	PRMC	LEP Secretariat and S151
Through the S151 commissioning and reviewing relevant internal and external audit reports and assurance checks to verify that the LEP is operating effectively within the terms of its agreed Accountability and Assurance Framework. And, if concerns are	PRMC	LEP Secretariat and S151

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identified in any audits, making recommendations to the LEP Board on the actions required to remedy any shortcomings identified within any such audit		
Dealing with Stage 2 complaints, as per LEP Enquiries, Comments, Compliments and Complaints Policy	PRMC	LEP Secretariat and S151

Marches Growth Hub Steering Group

Function	Responsible For	Supported by
Development of annual Growth Hub delivery plan, agreement of annual budget expenditure and monitoring of performance of the Marches Growth Hub	Growth Hub Steering Group	LEP Secretariat

Marches Skills Board N. B. Skills Board will become known as Skills Advisory Panel (SAP) from October 2019

Function	Responsible For	Supported by
Overseeing the updating and delivery of the Skills Plan priorities	Skills Board	LEP Secretariat
Overseeing the delivery of the Growth Deal Skills Capital funded projects	Skills Board	LEP Secretariat
Management of the investment of the Careers and Enterprise Fund allocation for the Marches	Skills Board	LEP Secretariat
Management of the funds allocated to deliver the Skills Advisory Panel and the Skills Plan for the Hereford Enterprise Zone	Skills Board	LEP Secretariat

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Oversight of allocated Dept for Education funding for Apprenticeships and T Level promotion	Skills Board	
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Hereford Enterprise Zone Board

Function	Responsible For	Supported by
Monitoring the delivery, outputs and spend for the programme of work on the EZ reporting to the PRMC & LEP Board	EZ Manager reporting every 6 months to ML Board Members who are nominated to attend the EZ Partnership Board	Herefordshire Council

LEP Director

Function	Responsible For	Supported by
Day to day management of the administrative and operational budgets for the LEP Secretariat and associated Core Budget work programme, including award of contracts to progress pipeline projects, in line with accountable body procedure rules	LEP Director and able to authorise expenditure up to the value of £30k	LEP Chair and S151
Delivery of the Annual Delivery Plan within agreed budgets including allocation of funding in accordance with plans approved by ML Board	LEP Director	LEP Secretariat
Make formal responses on behalf of the partnership to Government or other relevant partners on policy documents where time does not permit reference to the Board following consultation with the Chair and Vice Chair	LEP Director	LEP Secretariat

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Resolution of stage 1 stakeholder complaints and submitting responses to FOI requests	LEP Director	LEP Chair and Deputy Chair
To appoint additional posts (interim, secondments, permanent) to the LEP Secretariat	LEP Chair/LEP Deputy Chair/ LEP Director	S151
To terminate the employment of Member of the LEP Secretariat, in line with Shropshire Council policy	LEP Chair/LEP Deputy Chair/ LEP Director	S151
To maintain LEP records and ensure compliance with data protection	LEP Director	LEP Programme Manager
To arrange appropriate insurance cover is in place for LEP Secretariat and LEP Board	LEP Director	LEP Programme Manager

Accountable Body S151 Officer

Function	Responsible For	Supported by
On behalf of the ML Board the S151 will develop and sign off all funding decisions relating to funds allocated to the LEP e.g. grant funding agreements with partners allocated Growth Deal Funds and Marches Investment Fund loan agreements	S151	LEP Secretariat
Programme manage movement of BEIS and MHCLG funds to meet annual spend targets in the light of project performance data provided by the LEP Secretariat and in response to recommendations of the LEP Director and ML Board and submission of claims and monitoring data in accordance with government requirements.	S151	LEP Secretariat

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