

Appendix 12 The Marches LEP 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	LEP Board
Marches LEP Performance, Risk and Monitoring Committee	PRMC
Accountable Body (Shropshire Council) Section 151 Finance Officer	S151

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 	LEP 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 Chief Executive.

<ul style="list-style-type: none"> Local Industrial Strategy 			
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	LEP Board	LEP Management Group and other subgroups as appropriate	1. LEP Chief Executive following consultation with S151, the LEP Chair and Deputy Chair can allocate up to £500k revenue and capital spend relating to the delivery of the SEP and other strategies and plans.
	LEP Board	LEP Management Group and other subgroups as appropriate	2. LEP Chief Executive - 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 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	LEP Board	LEP Management Group and other subgroups as appropriate	1. LEP Chief Executive following consultation with S151, the LEP Chair and Deputy Chair can allocate up to £500k revenue and capital spend relating to the delivery of the SEP.
	LEP Board	LEP Management Group and other subgroups as appropriate	2. LEP Chief Executive - 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)	LEP Board	Chair of PRMC, S151, LEP Chief Executive	In year changes – Marches LEP Chief Executive in consultation with S151, LEP Chair and Deputy Chair

Approval of Annual Statement of Accounts	LEP Board	S151	None
Agree the LEP accountable body and/or any changes to the existing relationship with Shropshire Council	LEP Board	Chair of PRMC, LEP Chief Executive, S151	None
Determine the operating structure and governance arrangements of the LEP including appointment of the LEP Chair, Deputy Chair, ML Board Members and Chairs of Sub-groups of the ML Board Sign off the of the updated Accountability and Assurance Framework in line with government guidance	LEP Board	S151, LEP Chief Executive	Appointments to Sub-Groups - Sub-group Chair in consultation with the LEP Chief Executive
Overseeing Programme Management of Growth Deal, Marches Investment Fund, the Marches Growth Hub including information monitoring arrangements	LEP Board	S151, LEP Chief Executive, 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	LEP Board	S151, LEP Chief Executive, 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	LEP Board	Sub Committee Chairs and individuals	
Authority to appoint/ terminate LEP Chief Executive post, in line with Shropshire Council policy	LEP Board	S151	None

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 LEP 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 LEP 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 LEP 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 identified in any audits, making recommendations to the LEP Board on the actions required to remedy any shortcomings identified within any such audit	PRMC	LEP Secretariat and S151
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 Advisory Panel

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

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 LEP Board Members who are nominated to attend the EZ Partnership Board	Herefordshire Council

LEP Chief Executive

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 Chief Executive, able to authorise expenditure up to the value of £45k (plus VAT). LEP Chair's and S151's consent to be sought for approval of expenditure between £45k and £65k (plus VAT). LEP Board's consent to be sought for expenditure above £65k (plus VAT) ¹	LEP Chair and S151
Delivery of the Annual Delivery Plan within agreed budgets including allocation of funding in accordance with plans approved by LEP Board	LEP Chief Executive	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 Deputy Chair	LEP Chief Executive	LEP Secretariat
Resolution of stage 1 stakeholder complaints and submitting responses to FOI requests	LEP Chief Executive	LEP Chair and Deputy Chair
To appoint additional posts (interim, secondments, permanent) to the LEP Secretariat	LEP Chair/LEP Deputy Chair/ LEP Chief Executive	S151

¹ In the event of prolonged absence of the CEO, if there is a new decision to be made which would normally fall within the CEO's level of delegated authority (i.e. up to the value of £45k plus VAT), that decision would be delegated to the LEP Chair. If a decision has already been ratified by due process, such as budget agreement or a previous decision (i.e. payroll) then the signing authority for that bank mandate up to the value of £45k plus VAT would be delegated to the LEP Director of Corporate Services.

To terminate the employment of Member of the LEP Secretariat, in line with Shropshire Council policy	LEP Chair/LEP Deputy Chair/ LEP Chief Executive	S151
To maintain LEP records and ensure compliance with data protection	LEP Chief Executive	LEP Director of Corporate Services
To arrange appropriate insurance cover is in place for LEP Secretariat and LEP Board	LEP Chief Executive	LEP Director of Corporate Services

Accountable Body S151 Officer

Function	Responsible For	Supported by
On behalf of the LEP Board the S151 will develop and sign off all funding decisions relating to funds allocated to the LEP where Shropshire Council is the Accountable Body 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 Chief Executive and LEP Board and submission of claims and monitoring data in accordance with government requirements.	S151	LEP Secretariat

This Scheme of Delegation was last updated in July 2021