

## 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"> <li>• Strategic Economic Plan (SEP)</li> <li>• LEP Annual Delivery Plan (and performance reporting by exception against that plan)</li> <li>• Growth Deal Programme</li> <li>• Marches Investment Fund</li> <li>• Skills Plan, Transport Plan, Energy Strategy</li> <li>• Growth Hub Delivery Plan</li> <li>• EU Structural &amp; Investment Funds Strategy &amp; successor funds</li> <li>• Local Industrial Strategy</li> </ul>	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.
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	1.LEP Chief Executive following consultation with S151, the LEP Chair and Deputy Chair can allocate up to £500k

		subgroups as appropriate	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

<b>Function</b>	<b>Responsible For</b>	<b>Supported by</b>
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

<b>Function</b>	<b>Responsible For</b>	<b>Supported by</b>
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

<b>Function</b>	<b>Responsible For</b>	<b>Supported by</b>
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