



Ministry of Housing,
Communities &
Local Government



Department for
Business, Energy
& Industrial Strategy

Annex C: Governance Assurance Statement

The LEP Chair and Chief Executive should here provide a brief formal assurance statement on the status of governance and transparency. This should include any overview and scrutiny function undertaken by the Accountable Body. This should be sent to the Assurance Team via localgrowthassurance@communities.gov.uk, copying the Cities and Local Growth Unit Area Lead, by **20 January 2022**. This statement should also be published on the LEP's website by **28 February 2022** and confirmation sent to the email address above.

(max 500 words)

Composition of the LEP Board allows for twenty members and there are currently twelve of which, three are public sector and seven are female. Work continued throughout 2020 and 2021 to improve diversity when opportunities arose. The Equality and Diversity Champion works with the Vice-Chair and the Third Sector representative to ensure such matters are prominent.

The three public sector members are ex-officio positions being the LCR Metro Mayor and two MCA portfolio holders. All local authority leaders are invited to attend as observers. The LEP Chair is a non-voting member of the MCA (the LEP Vice Chair is alternate).

All new members receive an induction, including meetings with the Chair, the senior executives of the LEP and a 'pack' including all relevant policies and an 'offer' letter which in signing members confirming compliance with the code of conduct.

The LEP maintains a separate and distinct public persona, most tangibly through its own website where the LEP provides transparency on the governance arrangements and publishes all Board Papers as well as other useful information on the LCR, its growth sectors, business support and investment activities.

The LEP and MCA adopted a single Assurance Framework (AF) which is reviewed periodically and is found to be compliant, this is published on the LEP and MCA websites. The latest paper regarding the Assurance Framework was considered by the LEP Board at its meeting in November 2021.

The LEP adopts a strategic advisory role to the MCA but where necessary any decisions of the LEP are executed by the MCA on its behalf. The Head of Paid Service and the Section 73 Officer have standing invitations to the LEP Board meetings and do attend.



The LEP Board maintains a vital role in providing strategic guidance and challenge to the CA and so potential conflicts of interest are taken seriously, whether actual or perceived.


All LEP Board members are required to make a Register of Interests declaration, updated as changes occur and confirmed annually, the latest version is published on the LEP website. Each meeting of the LEP Board records any situational conflicts of interest with members completing a Declaration of Interest. The minutes record this which together with the agenda and papers are published seven days before the meeting and remain on the LEP website for public access. Draft minutes are published within ten days of the meeting.

The LEP website provides for 'Enquiries, Feedback and Complaints' and supports the MCA and others who may receive FOI enquiries relating to funds awarded to the LEP. The LEP is within the scope of the MCA's Overview and Scrutiny Committee. The LEP has been the subject of an intensive review late in 2019 and an action plan was agreed with the Scrutiny Committee to implement recommendations from that review including an open invitation to attend LEP Board meetings. An update of the action plan has presented to the Overview and Scrutiny Committee.


The LEP holds an Annual Meeting which is an open event and material from the event is published on the LEP website.

The relationship between the LEP and MCA has matured and most tangibly through the creation of a jointly governed delivery vehicle that incorporates the Growth Hub alongside other important activities and provides the LEP Board with an independent executive.

Taken together the LEP and MCA believe they have strong and transparent governance, which also provides an effective partnership between public and private sectors, this is formally confirmed by the S 73 Officer's statement each year.

Signed: 

Name: Mark Basnett
Position: [Chief Exec]
Date: 13/01/2022

Signed: 

Name: Asif Hamid
Position: [Chair]
Date: 13/01/2022