Cheshire and Warrington
Local Enterprise Partnership

# Cheshire and Warrington

# Local Assurance Framework

# Version 7

# 2023

| Version Control | Date Issued | Description |
|---|---|---|
| Version 1.0 | March 2015 | Final |
| Version 1.1 | June 2015 | Updated Appendix C |
| Version 1.2 | July 2015 | Updated Appendix B |
| Version 2.0 | February 2017 | Annual review including changes from the LEP National Assurance Framework (October 2016) |
| Version 3.0 | November 2017 | Updated to include Overview and Scrutiny TORs, updated Register of LyűŜNJŜăűă űƵ ƛyŎƭdzŘŜ ǻKƵdzăŜKƵƭŘ ƴŜƴōŜNJăɛ, updated P&I TORs |
| Version 4.0 | January 2018 | Updated to include recommendation of Mary Ney report. Whistle Blowing policy, TORs for the Finance and Remuneration Committee, updated Conflicts of Interest Policy, new whistle blowing policy, updated committee memberships. |
| Version 4.1 | February 18 | Updated Business case template |
| Version 4.2 | November 18 | Updated procurement policy included |
| Version 5.0 | March 19 | Updated to reflect the latest Local Assurance Framework guidance:<br>• Updated TORs of board<br>• Business Growth and Investment Strategy Board TORs added<br>• Committee membership updated<br>• Scheme of delegation added<br>• GDPR text<br>• Updated wording on branding guidelines<br>• Non-compliance and recovery of funds added |
| Version 6.0 | April 20 | Updated:<br>• Overview<br>• TORs for the committees and policies taken out as on website<br>• Board and committee memberships updated<br>• Delegated limits<br>• Quality threshold for business cases<br>• Approval processes<br>• ESIF committee removed<br>• Marketing Cheshire Committee added |
| Version 6.1 | September 2020 | Addresses all points raised by CEC review:<br>• Risk Management updated<br>• Structure updated with new board and committee names<br>• Scheme of delegation updated<br>• Added reference to Green Book appraisal checklist<br>• New Business case template added<br>• aƵyƛűƵNJƛyƎ l·yŘ ŜØl·ƭdzl·űƛƵƴ Ƴl·ŘŜ ƎŜyŜNJƛŎ l·ă ƛűΩă NJŜljdzƛNJŜŘ ŦƵNJ l·ƭƭ projects and programmes. |
| Version 6.2 | December 2020 | Updated with role of Chair and deputy chair<br>• Provided link to board induction pack<br>• Confirmed SME representative<br>• Added Engagement Board TORs |
| Version 6.3 | August 2021 | Updated with links to the new website |
| Version 6.4 | February 2022 | Further updates to new website and additional links added to TORs of boards, with roles and responsibilities and delegations added for new boards. |
| Version 7 | 2023 | Updates to reflect approved interim governance arrangements (as May 2023 LEP Board) |

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**CHESHIRE AND WARRINGTON LOCAL ENTERPRISE PARTNERSHIP**

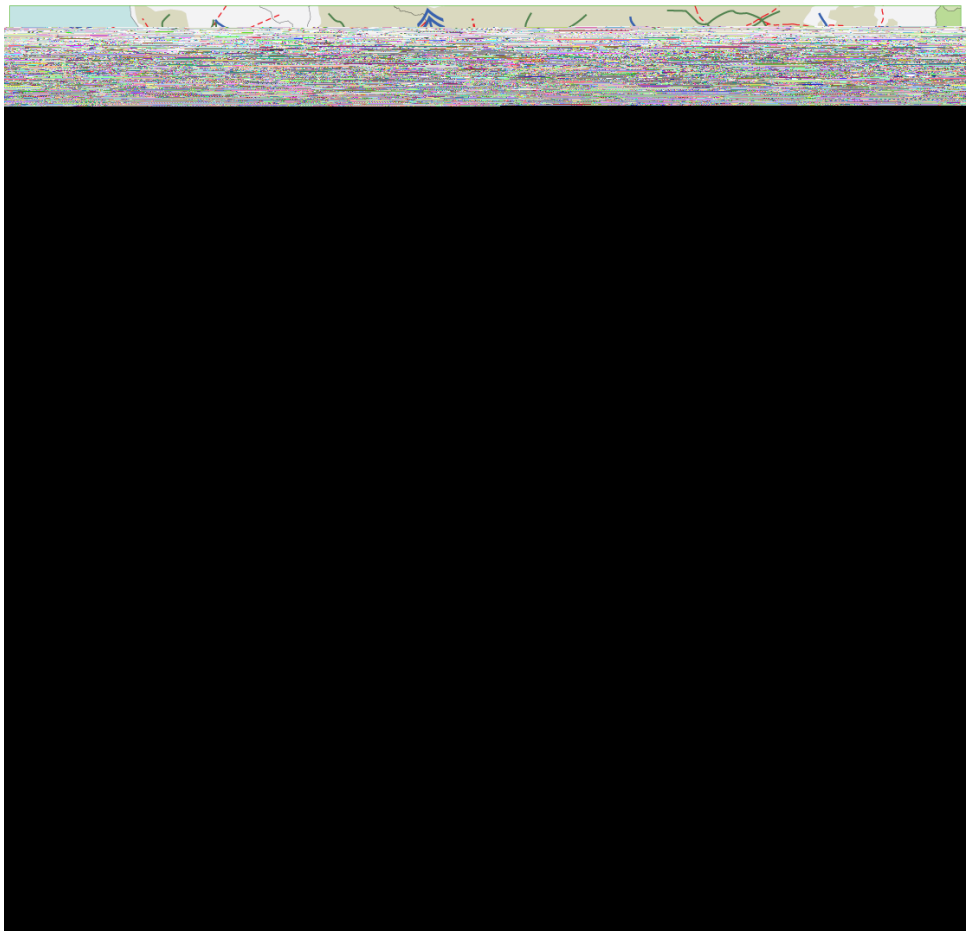
**GROWTH PROGRAMME ASSURANCE AND ACCOUNTABILITY FRAMEWORK**

# PART 1: PURPOSE, STRUCTURE AND OPERATING PRINCIPLES

## *1. Introduction and Overview*

Local Enterprise Partnerships are locally owned partnerships between the public and private sector. The Cheshire and Warrington LEP covers the three local authority areas of Cheshire West and Chester Borough Council, Cheshire East Borough Council and Warrington Borough Council.

*Figure 1: Cheshire and Warrington LEP Area Geography*



Cheshire and Warrington Local Enterprise PartyŜŃăKƛLJ óάǘKŜ CW[9tέύ ƛă ƻyŜ ƻŦ oy public-private partnership bodies across England established by the Department for Business, Energy and Industrial Strategy (now Department for Business and Trade) to help determine local economic priorities and lead economic growth and job creation within the local area.

The CWLEP is the strategic body through which the sub-regional activities and objectives will be supported and coordinated. The CWLEP will be supported with delivery by the Local Authority partners within the CWLEP area. Democratic oversight, governance and assurance for the activities and funding decisions of the CWLEP ƛă l·ăădzŃŜŘ ǘKŃƻdzƎK ǘKŜ ƴŜƴōŜŃăKƛLJ ƻŦ ǘKŜ [9t .ƻl·ŃŘƩ ƛǘăΩ ădzō-committees and engagement with Sub-Regional leadership fora. This Assurance and Accountability Framework has been developed as a mechanism for the Accountable Body, the CWLEP and key stakeholders to be clear about responsibilities and to ensure good governance.

This document establishes an Assurance and Accountability Framework that the CWLEP will follow in relation to decision making including its Growth Programme (comprising but not limited to: the Local Growth Fund