

YNYER LEP Scheme of Delegation.

LEP Board

- The Board sets out the strategic vision, governance structures and outcomes required within the policy framework and resources agreed with Government, to guide the allocation of resources at a project level.
- The Board subsequently oversees and monitors performance to ensure that intended delivery outcomes are achieved against agreed strategic objectives and targets.
- The Board delegates all decisions on individual project investments to the relevant delivery Programme Board (Business Growth, Infrastructure and Joint Assets, and Skills and Employability) who report back to the main LEP Board on decisions made.
- The Board does not delegate the approval of any programmes or projects to the LEP's Chief Operating Officer, to any other Officer of the LEP or to North Yorkshire County Council as Accountable Body.
- The Board has a role and responsibility to provide overall leadership for the YNYER area and guide key decisions ensuring the LEP:
 - applies high standards of corporate governance that are observed at all times;
 - complies with any statutory or administrative requirements for the use of public funds;
 - operates within the limits of its authority and in accordance with any conditions relating to the use of public funds;
 - has taken into account any guidance issued by Government in reaching decisions;
 - appoints any task and finish groups as required, determining clear terms of reference;
 - approves the Strategic Economic Plan, Local Industrial Strategy and LEP Business/Delivery Plans.

LEP Sub-Programme Boards

- The Programme Boards' prioritise and approve individual project investments and ensure delivery in accordance with the Strategic Economic Plan. Each Programme Board is chaired by a LEP Private Sector Board Member.
- The Terms of Reference for each Sub-Programme Board can be found here.
 - [Business Growth Sub-Board - Terms of Reference](#)
 - [Infrastructure and Joint Assets Sub-Board - Terms of Reference](#)
 - [Skills and Employability Sub-Board - Terms of Reference](#)

LEP Secretariat

- As set out in the LEP's Assurance Framework, the LEP Senior Management Team is responsible for the management of day-to-day business of the LEP.
- The LEP Senior Management Team is not delegated to:
 - make new or amend LEP policies;
 - exceed capital or revenue budgets.

Responsibilities

LEP Chief Operating Officer:

- the development of the Strategic Economic Plan / Local Industrial Strategy;
- the development of the annual LEP Business/Delivery Plan and resource requirement;
- production of the Annual Report
- the efficient & effective management and supervision of LEP staff
- the appointment and dismissal of LEP staff;
- the authorisation of grant claims for payment.

Responsibilities delegated to members of the senior management team by the Chief Operating Officer are;

Head of Assurance:

- the delivery of LEP assurance enabling the Annual Assurance Statement to be signed off by 28th February each year;
- ensure all governance requirements are met in line with the National Assurance Framework and Local Assurance Framework requirements, CIPFA guidance and audit recommendations;
- the delivery of the local Assurance Framework for Board and Section 151 Officer sign-off;
- ensure all project investments meet value for money criteria and have been subject to sufficient scrutiny on appraisal;
- ensure all funding agreements with project sponsors meet the terms and conditions as set out by the decision-making Board;
- ensure all projects and programmes identify and manage risk;
- the delivery and sign-off of Board members' register of interests;

Heads of Delivery (Business Growth, Infrastructure and Skills and Employability):

- the delivery of all Programme activity (Growth Deal, Growing Places, Growth Hub);
- manage and oversee the business of the three programme sub-boards, co-ordinating funding recommendations;
- performance manage projects and funding agreements holding project sponsors to account and overseeing the issue of contract variations where agreed;
- oversee the development of project investment pipelines and new projects;
- the authorisation of grant claims for payment (where they are budget holder);
- submission of quarterly/annual monitoring to BEIS on programmes.

Section 151 Officer

- The Section 151 Officer has legal and financial oversight of decisions made by all the YNYER EP Boards, on behalf of the Accountable Body.
- The Section 151 Officer ensures:
 - LEP resources are subject to the usual local authority checks and balances which include the financial duties and roles imposed on Councils.
 - the Accountable Body is satisfied that potential LEP project investments, through the financial and legal due diligence process on appraisal, do not potentially expose the Accountable Body and LEP to financial or legal risk.
 - LEP Assurance is compliant with all Government guidance and submits a letter to the Ministry of Housing, Communities and Local Government (MHCLG) by the 28th February each year stating so.
 - a statement is provided during the Annual Performance Review with Government opining on the governance and transparency of the LEP and outlining whether the affairs of the LEP are being properly administered.
 - the quarterly Growth Deal data return is accurate and signed-off.