

Annex C: LEP Preparation

LEP:

Please answer each question by providing appropriate detail and using examples where possible to demonstrate where things have gone well and where they could have been improved. Unless otherwise stated keep answers to **500 words**.

GOVERNANCE

1. How effectively have the accountability and decision-making arrangements in your LEP's Local Assurance Framework operated over the last 12 months, including engagement with the Section 151/73 officer?

Set out here:

- Is the Local Assurance Framework consistent with the National Assurance Framework and the changes made via the Mary Ney review and best practice guidance?
- How effective have the arrangements worked and how were any significant issues and risks dealt with (give examples)?
- What steps have been taken to ensure changes made at the start and during the year were communicated and understood by staff and board members?
- The arrangements for publication of Minutes and Board Papers
- The arrangements for publication of conflicts of interest policies and updating arrangements
- The nature of engagement of the S151/73 officer in LEP processes
- Whether there is active debate/discussion at the board and sub groups when decisions are made? How is this evidenced?

2. What are the strengths and weaknesses of the LEP's governance structure?

Set out here:

- What are the strengths and opportunities for development of the current LEP governance structure?
- What roles and responsibilities do private sector members undertake within the Board and Sub Board structure? How effective is this and how might it be strengthened?
- Do members of the Board attend regularly and stay for the duration of the meetings?
- Whether the engagement from Board members is positive?
- What, if any, changes to the governance arrangements are currently being considered and over what period?
- Succession planning processes and evidence of these working in practice and what changes in board membership are anticipated within the next 12 months? If the chair is changing, how you intend to consult with the business community?
- Whether the LEP feels it needs to change the representation on the board, and if so how it intends to go about this? (I.e. in terms of diversity, knowledge and skills, gender, sectors)
- If scrutiny and reviews take place, what is the purpose, how are these done and what actions take place?
- What is the LEP's approach to continuous improvement?

3. What can Government do to better support your governance?

The Cities and Local Growth Unit wants to support your LEP to improve its governance and transparency arrangements. Please use this section to explain whether there is more we or wider Government can be doing to help facilitate this.

DELIVERY

1. What in your investment programme has gone well?

Set out here:

- Current performance in meeting the LEP's investment profile
- Anticipated year end position
- If investment is not on track, set out the action you are taking to get back on track
- For Local Growth Fund, to what extent are you meeting/exceeding planned outputs for 2018/19? Are you on track to deliver overall programme outcomes? If so, please demonstrate. If not, set out the action you are taking to get back on track
- For other programmes (Enterprise Zones, City Deal, Growing Places Fund, Devolution Deals, Growth Hubs as appropriate) set out the extent to which you are meeting planned spending/output targets. Set out any good practice or issues in delivery and what you are doing to tackle them
- What have been some of the main achievements in your local growth programmes in the period 2018? Please also provide a view of overall investment programme delivery to date

2. What has not gone well and what problems have arisen in the last 12 months?

Set out here:

- Where issues have been encountered, what has not gone as well as expected in the previous year (e.g. projects not coming to fruition or major programmes hit by delays etc.) and what has created the problems?

3. How effective have the LEP's performance management processes, as set out in the Local Assurance Framework, been?

Set out here:

- How have you worked with projects to ensure that spend and output performance do not pose risks, whether any mitigating factors and actions have been taken to get performance back on track?
- What risks/problems have been identified in the last 12 months and might arise in the future?
- Whether you foresaw the problems that you experienced? How have you managed risks and what remedial/mitigating actions have you taken?
- Have there been situations where the performance management processes have been particularly successful? Please give examples
- Add mitigating factors and actions taken to get back on track

4. How effective has the LEP been in assessing value for money and strategic fit in business cases and in developing a high-quality project pipeline?

Set out here:

- Any issues that have arisen in assessing value for money or ensuring that projects supported are of the greatest strategic value to your place
- To what extent has the project pipeline been used to address any gaps in the programme or slippage by projects?
- Have you developed any good practice in relation to assessing value for money and developing project pipelines (please give examples)?

5. How effective has the LEP been in promoting its work and ensuring LGF branding guidance is followed:

Set out here:

- How the LEP explains its decisions and investments to the wider business community and public?
- How the LEP implements the branding guidance in relation to growth deal projects. (Please provide 2 examples)

6. What can Government do to better support your delivery?

The Cities and Local Growth Unit wants to support your local growth programmes to deliver. Please use this section to explain whether there is more we or wider Government can be doing to help facilitate this.

STRATEGY

1. What is the vision for your place to 2030? How is the LEP going to get there? What are your key short-term objectives and priorities?

Set out here:

- Does your SEP closely guide the plans, activities?
- When was it last refreshed and in what ways has it been kept it under active review during the last 12 months?
- What the LEP is doing to develop its evidence base and other preparation for the development of its Local Industrial Strategy, so that it is long-term, based on clear evidence and aligned to the national Industrial Strategy?
- To what extent do you engage with partners to maintain your understanding on the local economy? Do you engage with partners outside the area to inform and improve strategic thinking?

2. How successful has the LEP been at engaging local partners and the wider community in delivering local growth? How successfully have you worked with different political entities in your area?

Set out here:

- How have you engaged local stakeholders about your strategy and ambitions for the LEP?
- How do you work with different political entities (such as MPs, Mayoral Combined Authority, Local Authorities), and do you actively work together on projects or strategies? Are there any examples of good practice?

3. How successful have you been in collaborating with other LEPs, Universities, communities and industry bodies etc? And what have you achieved as a result?

Set out here:

- Where you have worked across different functional geographies and whether you actively work together with other areas or bodies on different themes or projects? Please state any involvement you have had in engaging with the development and implementation of initiatives such as the Northern Powerhouse and Midlands Engine
- Good practice and key achievements as a result of this collaboration and ideas for the future

4. How can Government support you in the next 12 months?

The Cities and Local Growth Unit wants to support you to realise the potential of your place. Please use this section to explain whether there is more we or wider Government can be doing to help facilitate this.