ITEM 4C – ASSURANCE FRAMEWORK CHANGES SUMMARY

GBSLEP Assurance Framework: Substantive revisions 2017

Section	Revision	Rationale
Front page	New title page	Brings into line with corporate style
Introduction	Reference added to GBSLEP's other programmes	National Assurance Framework requirement
Introduction	Email address provided for public feedback	To help drive continuous improvement and provide clearer acknowledgement that this is a public document
Roles and responsibilities (para.6)	Additional sentence added on the relationship between the Supervisory and LEP Boards	National Assurance Framework requirement
LEP Board (para.13-14 & table)	Names/Number of Board members updated. Reference to the recruitment of young person's representative added. Reference to small business representative added	Update and National Assurance Framework requirement
GBS Growth Team (paras. 36-39)	Amended to reflect change to Programme Delivery Board	Update
Enterprise Zone Board (paras. 40-43)	Additional text to set out the role of the EZ Board	National Assurance Framework requirement
Growth Hub (paras. 49-52)	Additional text to set out management arrangements for the Growth Hub	National Assurance Framework requirement

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Structure diagram	Governance changes since the last Assurance Framework incorporated	Update
Recruitment and appointment (para. 54)	Added commitment to equality and diversity, including private sector membership reflecting the local business community	National Assurance Framework requirement
Registration and declaration of interests (para. 59)	Reference added to Nolan principles	National Assurance Framework requirement
Programme management approach (para. 90)	Additional text to clarify GBSLEP's approach to programme management	In line with new programme management workflow
Programme management approach (para. 91)	New programme management workflow to replace previous project lifecycle. Diagrams moved to an appendix	In line with new programme management approach, and BCC audit recommendations
Strategic prioritisation (paras. 92-98)	Process updated and information provided on the open call for projects	In line with new programme management workflow
ESIF (para. 101)	Reference added to potential post-Brexit funding	Update
Outline Business Case (paras. 102-106)	Removed reference to sequential list, clarifies need to demonstrate GBSLEP funding is necessary for delivery, and recognizes the need to consider the risk profile of the programme. The process for approving outline business cases is also set out	In line with new programme management workflow

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Full Business Case (paras. 121-130)	Redundant text removed and full business case approval clarified	In line with new programme management workflow
Independent Technical Evaluation (para. 138)	Clarified that ITE may be internal	In line with new programme management workflow
Programme management, risk and monitoring information (paras. 153-155)	Updated documentation requirements and GBSLEP's right to attend Project Board meetings	In line with new programme management workflow and BCC audit recommendations
Change requests (paras. 156-159)	Updated to clarify the requirement for change requests and the circumstances under which resources will be reallocated from projects	In line with new programme management workflow
Project completion and evaluation (paras. 162-164)	New sections to cover the stage gateways for project completion and evaluation	National Assurance Framework requirement and in line with new programme management workflow
Grant funding (para. 167, first bullet)	Clarification that grant claims should not be paid unless supported by required information	BCC Audit recommendation
Cost control and risk management (para.170)	Changed the requirement to develop a risk register from "encouraged to" to "must"	In line with new programme management workflow