



## 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@levellingup.gov.uk](mailto:localgrowthassurance@levellingup.gov.uk), copying the BEIS Area Lead, by **19 January 2023**. This statement should also be published on the LEP's website by **28 February 2022** with confirmation sent to the email address above. **(max 500 words)**

OxLEP sees "Good Governance" as fundamental to our operation, recognising we are charged with responsibility for the allocation of public funding and the delivery of programmes which support the businesses and communities of Oxfordshire.

Our governance arrangements focus on representation, decision making and oversight. All decision-making sits with our Board of Directors except for specific delegation to:

- two Committees - Nominations & Personnel and Finance & Audit
- the Programme Subgroup (up to December 2022).

Decisions taken at Committee/ Subgroup under delegation are reported to the Board for noting and endorsement as recorded in the minutes. Our Skills Advisory Panel (SAP) – Skills Subgroup - in line with DfE guidance, has delegated authority for assuring the delivery of our skills priorities. Our overall Scheme of Delegation is published on our website alongside our Local Assurance Framework (revised January 2022).

Our Board comprises 18 Non-Executive Directors drawn from the Business community (including Chair and Deputy Chair), Local Authorities and representatives from Higher & Further Education. To support succession planning we are extending this to 19 NEDs in 2023. We have met the targets for improved gender balance on our Board ahead of schedule and continue to maintain that balance. All our Board Directors, Corporate Management Team and Section 151 Officer have Declarations of Interests (DOIs) published on our website. Our annual review of these DOIs was undertaken in the summer of 2022.

Our Section 151 Officer or her Deputy regularly attends our Board meetings and is a member of our Finance & Audit Committee. We ensure all our Board meeting information is published on our website and meetings are accessible to the public.



Our Board has been supported by seven sub-groups with their own terms of reference and work plans. During 2022 we rationalised this structure, to four sub-groups, together with a Task Group that meets periodically to discuss emerging issues, technology, and opportunities. They include representation from across our stakeholders and provide the Board with essential information on progress against its strategic objectives. The four sub-groups moving forward are - Business, Skills, Enterprise Zone and Culture and Visitor Economy and are aligned to the functions set out in the Ministers' letter accompanying the LEP review outcome in March 22.

We have strengthened our Strategic Risk Management approach. As well as recording inherent and residual risk scores, key controls and mitigations in place and planned, we record the direction of change since the risk was last reported using a traffic light system. Our strategic risk register is reviewed by our Corporate Management Team Quarterly and Board annually, with in year escalations being scrutinised by our Finance and Audit Committee.

#### Systems and Procedures

We maintain a full suite of policies and procedures to guide decision making of the Board and staff, which are reviewed and updated to ensure they reflect best practice. Staff are made aware of the need to observe the Nolan Principles, declare any conflicts of interest and we maintain registers of gifts and hospitality offered and accepted during the year.

Signed:

Name: Jeremy Long

Position: Chair

Date: 13/01/23

Signed:

Name: Nigel Tipple

Position: Chief Exec

Date: 13/01/23