



Ministry of Housing,
Communities &
Local Government



Department for
Business, Energy
& Industrial Strategy

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@communities.gov.uk, copying the Cities and Local Growth Unit Area Lead, by **20 January 2021**. This statement should also be published on the LEP's website by **24 February 2021** and confirmation sent to the email address above.

(max 500 words)

As a Board and company, we see “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.*

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 Board comprises 19 Non-Executive Directors drawn from the Business community (including Chair and Deputy Chair), Local Authorities and representatives from Higher & Further Education. We have met the target for improved gender balance set for 2023 ahead of schedule. All our Board Directors, Corporate Management Team and Section 151 Officer have publicly declared their interests; these can be found [here](#). Our annual review of these DOIs is currently underway.

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.

In addition to our Internal and External Audit arrangements, we attend and report operational progress through our Accountable Body “Overview and Scrutiny” Committee arrangements with our Section 151 officer.



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Our Board is supported by seven sub-groups with their own terms of reference and work plans. They include representation from across our stakeholders and provide the Board with essential information on progress against its strategic objectives. These groups are subject to review in 2021 to ensure they remain effective, focused and aligned to strategic priorities.

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: 19/01/21

Signed:
Name: Nigel Tipple
Position: [Chief Exec]
Date: 19/01/21