



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 localgrowthassurance@communities.gov.uk copying the Cities and Local Growth Unit Area Lead by **16 December 2019**. This statement should also be published on the LEP's website by **28 February 2020** and confirmation sent to localgrowthassurance@communities.gov.uk (**max 500 words**)

As in previous years, we consider “Good Governance” to be fundamental to our approach, recognising we are charged with responsibility for the allocation of public funding and the delivery of programmes of activity for the benefit of the community of interest we support.

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 - and to the Programme Sub Group. Decisions taken at Committee/ Sub Group under delegation are reported to the Board for noting and endorsement as recorded in the minutes. Our Board comprises 19 Non-Executive Directors drawn from the Business community (including Chair and Deputy Chair) and representatives from Higher & Further Education. We have met the target for improved gender balance 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 Section 151 Officer 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.

Our Board also has 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.

Systems and Procedures

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

External Scrutiny

We commenced holding our Board meetings in public in September 2019, with a dedicated web-site area for pre-registering attendance and questions.

During the year we have undertaken regular reporting to both our Accountable Body (AB) and Local Authority partner Scrutiny Committees and presented updates to the Oxfordshire Growth Board joint Scrutiny Committee. We also annually attend and update the County Councils' Performance Scrutiny Panel with our Section 151 Officer.

A planned two-yearly Internal Audit was undertaken earlier this year, focused on governance, financial management and procedures, as well as the responsibilities of the Accountable Body. The audit confirmed that there continues to be good governance arrangements operating within OxLEP and an effective working relationship between OxLEP and OCC as the Accountable Body. Areas of good practice noted during the audit included strong governance and transparency in relation to Board minutes and their timely publication, existence of key governance documentation (including Terms of Reference, Financial Regulations, Memorandum of Understanding); and frequent project monitoring and reporting.

We also commission our external Auditors annually to conduct a controls review, under the direction of the Finance and Audit Committee. As a Limited Company our financial transactions are externally audited by independent accountants, these accounts are published via Companies House, are subject to HMRC returns and made available on our website.

Chair and Chief Executive sign-off:

Name: Jeremy Long
Position: [Chair]
Date: 16 December 2019

Name: Nigel Tipple
Position: [Chief Executive]
Date: 16 December 2019

A version of this document has been physically signed and dated. For security reasons, documents visible on our website do not carry signatures, but are full replica versions.

***For more information, please contact OxLEP via:
info@oxfordshirelep.com***