



Chair and Chief Executive Assurance Statement

Good governance is fundamental to the way OxLEP approaches its business. We have sought wherever possible to introduce and publicise measures to improve the levels of assurance and transparency in the way we operate, including producing a voluntary Governance Statement for the first time in 2017.

The assurance arrangements in place within OxLEP can be separated into three streams.

Decision Making

All decision making for the organisation is through the Board of Directors. Compliant with the Companies Act, the Board is constituted of private sector leadership and representatives from Higher and Further Education and includes the leaders of all six Councils in the region. The Board is attended by the S151 Officer from the accountable body as well as BEIS Area Lead, and its agenda and minutes are publicly available through our website.

The Board is supported and informed by two formal committees and eight sub-groups, which each have their own terms of reference and work plans. These sub-groups include representation from across our stakeholders and provide the Board with essential information on progress against its strategic objectives.

All our Board members, and staff on the Corporate Management Team have publicly declared their interest and we will be extending this to all members of our sub-groups in the coming year.

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. We include additional voluntary disclosure about our governance arrangements and activities in documents such as the assurance framework and governance statement, and publish procedures for issues such as complaints and whistleblowing on our website. 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 utilise the open meetings of the Growth Board to ensure the public is aware of the key decisions being made by our Board, and our key guiding documents, such as the Strategic Economic Plan, are reviewed and challenged by the Scrutiny functions of all our local authority partners.

Our financial activities are subject to scrutiny from both internal and external audit. As part of their programme of work the internal auditors from our accountable body conduct reviews of our systems and make recommendations, which are followed up through the Council's Audit and Scrutiny functions in addition to our Finance and Audit Committee. Our financial transactions are externally audited by a firm of accountants and these accounts are published on our website we also undertake a review of our systems and controls and report back to the Finance and Audit Committee.

Future Actions

We are currently in the process of developing training for new Board members and sub-group Chairs, which will include the preparation of a Code of Conduct. We are also in the process of improving our reporting to the wider public audience as well as operational stakeholders such as BRO's, Local Agencies/Organisations and wider Business community, through the publication of updates and financial snapshots on our new website and via social media.

Jeremy Long
Chair

Nigel Tipple
Chief Executive

(February 2018)

For security reasons the documents visible on our website do not carry signatures, but are full replica versions.

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