

Katharine Eberhart
Director of Finance
03302 222087 (Direct)
01243 522825 (Fax)
katharine.eberhart@westsussex.gov.uk
www.westsussex.gov.uk

County Hall
West Street
Chichester
West Sussex
PO19 1RF
01243 777100



Tom Walker (Director)
Cities and Local Growth Unit
1st Floor, Fry Building,
2 Marsham Street,
London,
SW1P 4DP

30th March 2016

Dear Tom,

I refer to your letter dated 4 March 2016 to Jonathan Sharrock of Coast to Capital.

As the Section 151 Officer for West Sussex County Council (Accountable Body for the Coast to Capital LEP), I can confirm that the gaps identified by the National Audit Office and the Government Internal Audit Agency within the LEP's Assurance Framework have been reviewed and addressed.

For ease of reference I attach 'Annex 1' which identifies the gaps revealed by the audit, with the agreed resolution. These responses have been incorporated into the Assurance Framework.

The Assurance Framework has undergone its annual review by the LEP and West Sussex County Council (as Accountable Body) to ensure that it is up to date; I am pleased to confirm that the Assurance Framework is compliant with the standards set out in the national guidance, and up to date.

Please ask should you have any questions, otherwise, I hope the above has satisfied your requirements.

I am copying this letter to Jonathan Sharrock and Philip Carr our Relationship Manager.

Yours sincerely

Katharine Eberhart
Accountable Body Representative
Director of Finance
West Sussex County Council.

Annex 1

	Requirement	Compliant?	Response
Governance and Decision Making			
1.	<ul style="list-style-type: none"> Description of the LEP Board Membership 	✓	
2.	<ul style="list-style-type: none"> Clear description of roles and responsibilities 	✓	
3.	<ul style="list-style-type: none"> Clear description of the relationship between the LEP board and underpinning LA arrangement 	✓	
Transparency			
4.	<ul style="list-style-type: none"> LEPs should have a conflicts of interest policy 	✓	
5.	<ul style="list-style-type: none"> FOI - Website did not include details on where the public should route FOI requests 	✗	C2C will receive all FOI and EIR requests and submission details can now be found on the C2C website at http://www.coast2capital.org.uk/strategic-objectives/504-growth-deal-documents.html#sthash.Tr74kpb9.RBmQLAx.dpbs
Accountable Decision Making			
6.	<ul style="list-style-type: none"> Set out the circumstances in which the accountable LA would not comply with a LEP decision and the process for resolving that 	Partial	<p>The Accountable Body would not comply with a LEP decision if any one, or more, of the following circumstances arose;</p> <ol style="list-style-type: none"> Evidence of non-compliance with applicable laws including State Aid and Procurement laws Evidence of non-compliance with grant conditions as set out under section 31 of the Local Government Act 2003. Material departure from provisions of the assurance framework. <p>The process for resolving issues of this nature will initially be through collaborative working, advice and support. If not resolved, it would be to put the dispute to the agreed dispute resolution procedure. It is, however, anticipated such an event will be avoided by the Accountable Bodies attendance at all key decision making meetings, and at the Coast to Capital Board.</p>

7.	<ul style="list-style-type: none"> Confirm accountable body arrangements for the LGF & other funding sources received from Govt 	✓	
8.	<ul style="list-style-type: none"> Confirm that use of resources are subject to the usual LA checks and balances 	✓	
9.	<ul style="list-style-type: none"> To ensure transparency that annual accounts are published. To ensure that there are arrangements for local audit of funding allocated by LEPs at least equivalent to those in place for local authority spend 	Partial	The Accounts and Audit Regulations 2015 prescribe the timetable for the preparation, authorisation, audit and publication of the annual Statement of Accounts. For 2015/16 the WSCC's accounts will be published in September 2016. From 2017/18 financial year onwards, due to the 2015 regulations bringing forward the date which audited and approved accounts are required to be published from 30 September to 31 July, WSCC will be adhering to this new deadlines of 31 July. This detail is now included within the LEP Assurance Framework.
10.	<ul style="list-style-type: none"> Confirm the responsibilities of the accountable local authority: <ul style="list-style-type: none"> ensuring decisions and activities of the LEP conform with legal requirements with regard to equalities, social value, environment, State Aid, procurement, etc ensuring that the funds are used appropriately ensuring that the local LEP assurance framework is adhered to maintaining the official record of LEP proceedings and holding copies of all relevant LEP documents relating to LGF funding responsibility for the decisions of the LEP in approving projects 	✓	
11.	<ul style="list-style-type: none"> Confirm the LEP and accountable LA have agreed timescales and operating practices to support effective implementation of decisions 	✓	
Value for Money			
12.	<ul style="list-style-type: none"> Evidential basis on which the need for the intervention is based & how the LEP will ensure rigour Methodology used to assess the overall vfm of the LEPs programme 	✓	

13.	<ul style="list-style-type: none">• Named individual responsible with overall responsibility for ensuring vfm	x	Jonathan Sharrock Chief Executive of Coast to Capital LEP has the overall responsibility for ensuring VFM.
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