






**Mary Ney: Review of LEP governance and Transparency recommendations:**

Task	Frequency	RAG Rating	Action being taken
Rolling schedule of projects include project description, key recipient, Contractors and amount by year.	Ongoing		RAG report published monthly on the website
Code of Conduct that all staff and board members sign up to requiring Nolan Principles of public Life to be adopted	Review Annually		Published on the website
Policy on board member fees and expenses			Published on the website
Strategic Vision and Priorities			Refreshed SEP on website
Decision making process. ALL decisions must be subject to a business case, evaluation and scrutiny process. There must be a written report and the S151 officer should have the ability to provide comments, regardless of whether there is a formal meeting. All decisions to be published	This should be done through the minutes of relevant meetings and put on website.		Local Assurance Framework to be updated in this regard.
Whistle Blowing policy and confidential reporting of concerns	Review annually		Published on the website

S151 Officer to provide a report to the annual conversation on their work for the LEP and their opinion with a specific requirement to identify and issues of concern on governance and transparency.	Annually			
Formal statement from chair and CEO on the status of governance and transparency	Annually to be published on website			To be completed in advance of the Annual Conversation