

## BERKSHIRE LOCAL TRANSPORT BODY (BLTB)

REPORT TO: BLTB

DATE: 16 November 2017

CONTACT OFFICER: Roger Parkin, Chief Executive Slough Borough Council,  
lead Chief Executive to the BLTB

### PART I

#### Item 11: Assurance Framework

##### *Purpose of Report*

1. At your meeting in November 2013, you approved amendments to the BLTB's "[Founding Document](#)<sup>1</sup>", and this has served as the procedural guide for the BLTB since that date.
2. This report sets out the conclusion of a review held this summer which was conducted as part of the ongoing review of the LEP's overall Assurance Framework. It includes a new provision for public speaking on scheme financial approval items.

##### *Recommendation*

3. You are recommended to approve the BLTB Assurance Framework as set out in Appendix 1

##### *Other Implications*

##### *Financial*

4. There are no direct financial implications of this report

##### *Risk Management*

5. The government requires all LEPs to have Assurance Frameworks which set out governance arrangements and financial procedures because they are custodians of public funds. The BLTB has operated successfully for over four years on its current "Founding Document". Following revised guidance from the government, there has been a review of all LEP procedures, including those operated by the BLTB on behalf of the LEP.
6. The proposed Assurance Framework puts in place clear guidance on the principles and procedures that should be followed in conducting BLTB business. In this regard it serves a different purpose to the Founding Document and is an appropriate response to managing the risks inherent in the BLTB role and function.

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<sup>1</sup><http://www.thamesvalleyberkshire.co.uk/getfile/Public%20Documents/Programmes/Infrastructure/BLTB/Assurance%20Framework%20for%20Berkshire%20Local%20Transport%20Body%2014%20November%202013.pdf?inline-view=true>

### Human Rights Act and Other Legal Implications

7. Slough Borough Council will provide legal support for the BLTB should any questions arise on the application of the proposed Assurance Framework.

### **Supporting Information**

8. During 2017 a working group reviewed the BLTB's Founding Document and the latest government guidance on LEP and LTB Assurance Frameworks. The group included:
  - CLlr Jeanette Clifford – BLTB member and West Berkshire Councillor
  - Stuart Atkinson – LEP business member of BLTB
  - Philippa Roles – Chair of the LEP Nominations and Governance Committee
  - Nicholas Pontone – Slough Democratic Services and clerk to BLTB
  - Richard Turl – Cities and Local Growth Unit
  - Tim Smith – LEP Chief Executive
  - Richard Tyndall – LEP Business Consultant
9. The main difference in the new version is the inclusion of a provision for members of the public to address meetings of the BLTB when financial approval for capital schemes is being considered. The provision is closely modelled on the current practice in local government meetings where planning applications are being determined.
10. Attached at Appendix 1 of this report is the group's proposals for an Assurance Framework for BLTB

### **Conclusion**

11. The revised Assurance Framework has taken on board recent experiences and revised guidance.

### **Background Papers**

12. The revised government guidance.