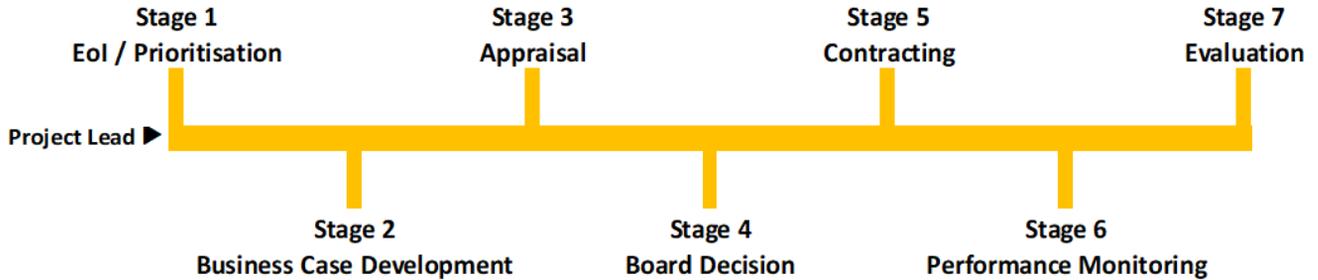


# Assurance Framework process charts

The diagram below summarises our seven-stage project selection and assurance process.



Our assurance process has been designed to take all schemes through the project lifecycle. It is scalable and proportionate, and offers a structured process for developing, appraising, delivering and evaluating projects that is in line with HM Treasury guidance to deliver best public value

The Assurance Process is used by the following

**applicants:** to provide a pathway that allows projects to be developed in a way that allows the best chance of a successful outcome.

**decision makers:** to provide a framework to enable investment decisions to be made in a clear and transparent manner

**partners and the wider public:** to provide confidence that there is an open, transparent and accountable framework with which investment decisions are made with taxpayers money.

This document shows the process charts for each of the seven stages above.

# Stage 1, Expression of Interest

## Development

## Assurance

Call for Proposal pack developed including investment priorities, eligibility criteria, appraisal criteria and deadlines

Head of Assurance reviews pack and provides feedback

Call for Proposals launched

Project Lead responds to queries from applicants and provides advice and support as needed

Expression of Interest submitted

Moderation Panel convened including Head of Assurance, Head of Delivery Service (Infrastructure; Skills; or Business and Project Lead to score submitted EOIs

Prioritised list of submitted EOIs completed

Programme Board reviews prioritised list and recommendations

Does the Programme Board agree with the prioritised list and recommendations?

Decision Point

Yes; Project Lead asked to contact applicants and inform them of outcome

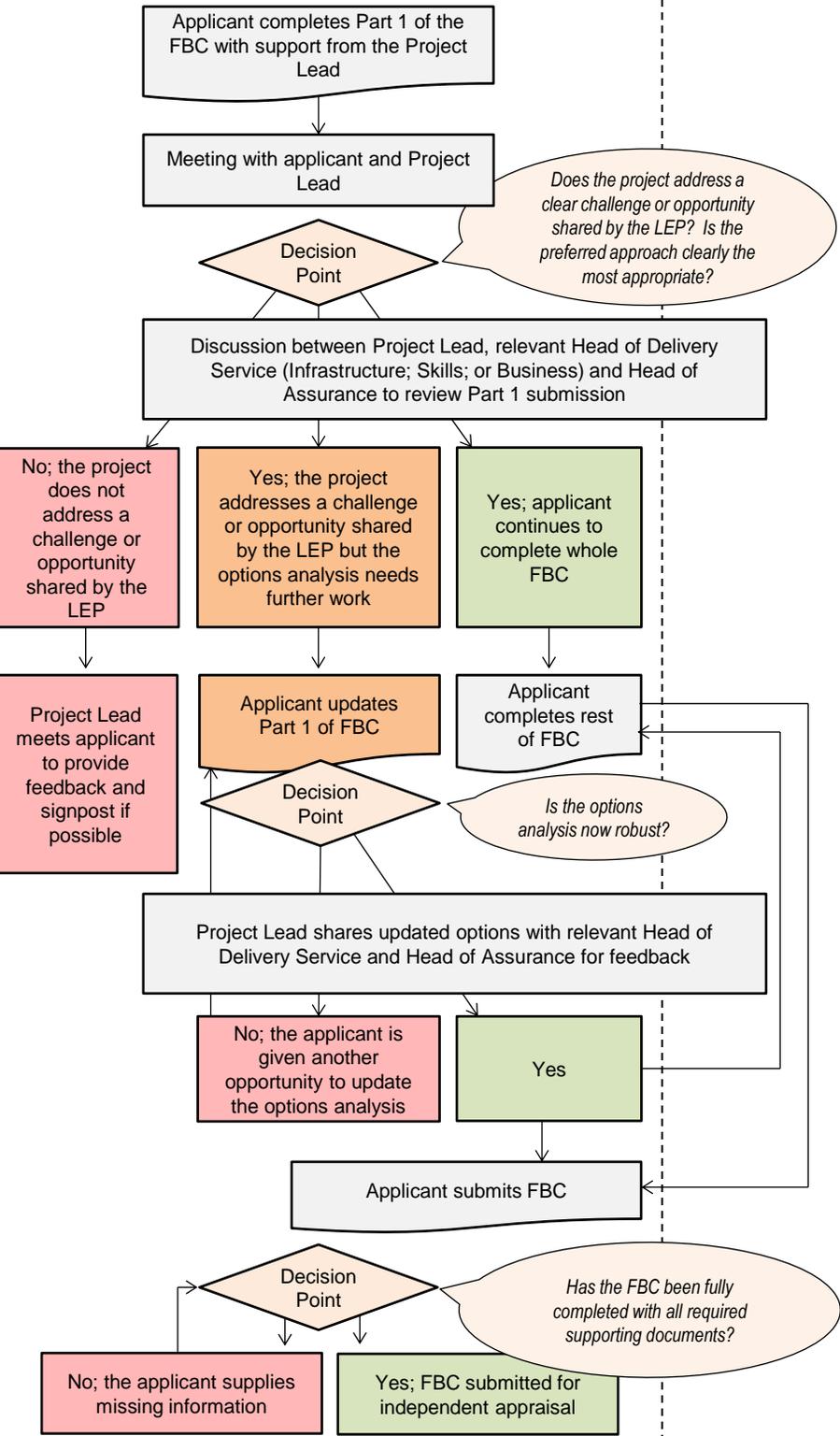
No; the prioritised list and recommendations are amended. Project Lead then asked to contact applicants and inform them of outcome

Project Lead informs applicants of outcome and sends Full Business Case (FBC) template to applicants that have passed the EOI stage

# Stage 2, Business case development

## Development

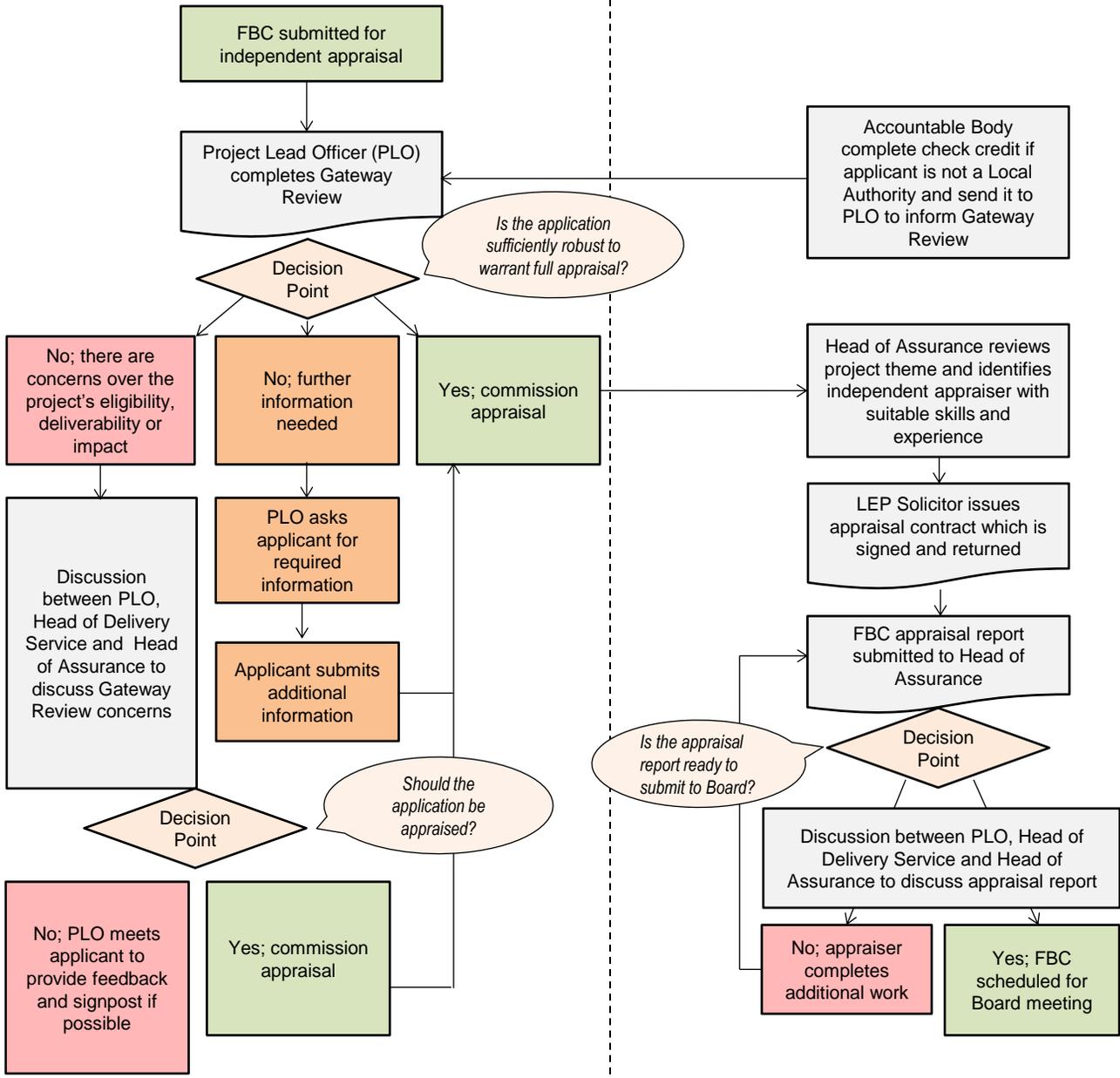
## Assurance



# Stage 3, Appraisal

## Development

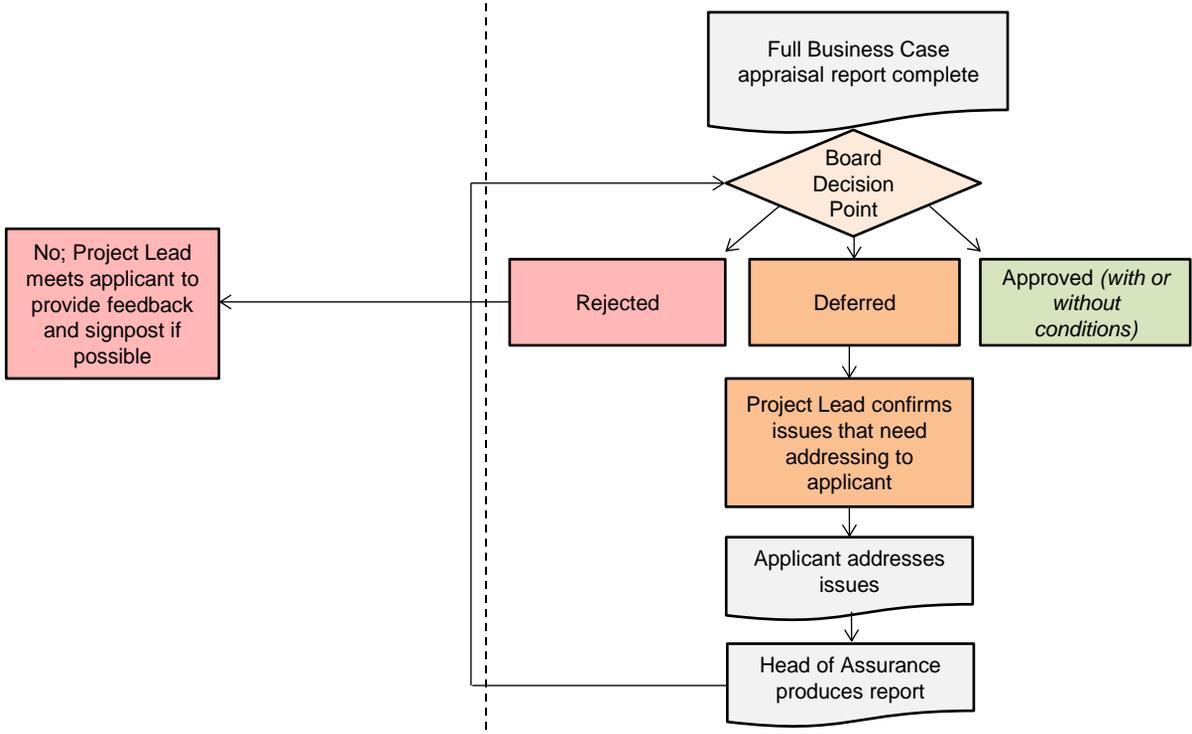
## Assurance



# Stage 4, Board decision

## Development

## Assurance

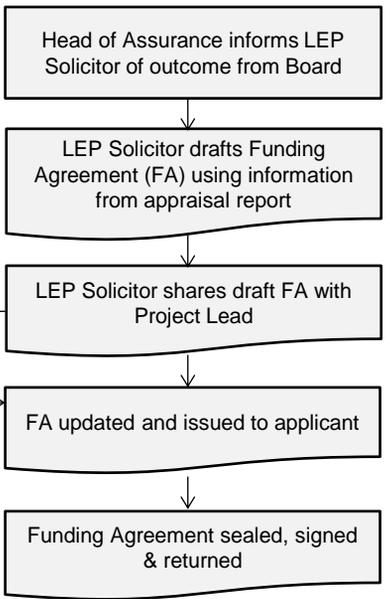


# Stage 5, Contracting

## Development

Project Lead reviews draft FA and returns with any comments for LEP Solicitor

## Assurance



Project sponsor submits Monitoring Plan & Evaluation Plan within 3 months of signing Funding Agreement



No; Project Lead arranges meeting with applicant to review the Monitoring Plan & Evaluation Plan

Yes; proceed to monitoring stage

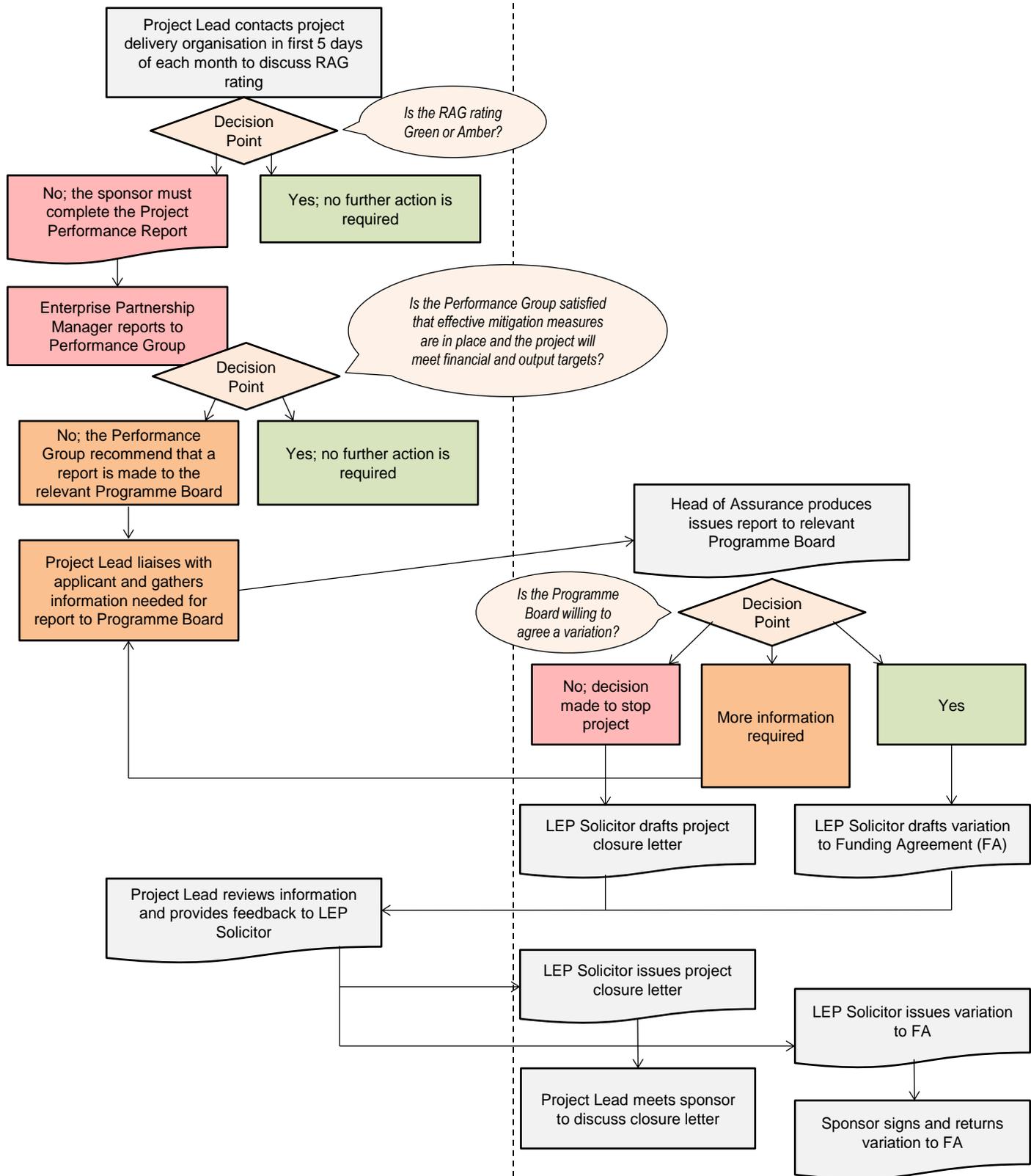
Applicant updates Monitoring Plan & Evaluation Plan

Project Lead signs them off when all feedback has been addressed

# Stage 6, Performance management (monthly monitoring)

## Development

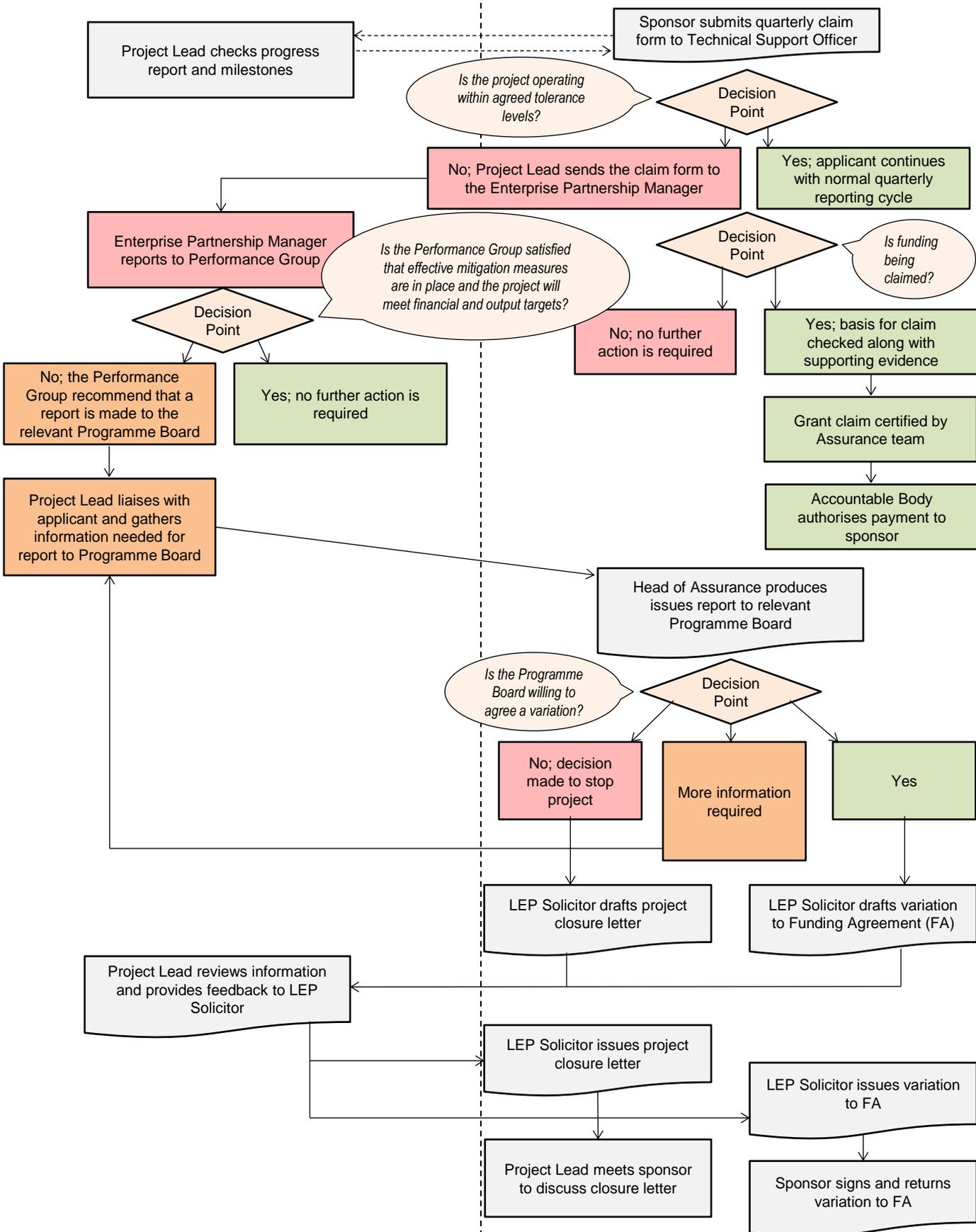
## Assurance



# Stage 6, Performance management (quarterly monitoring)

## Development

## Assurance

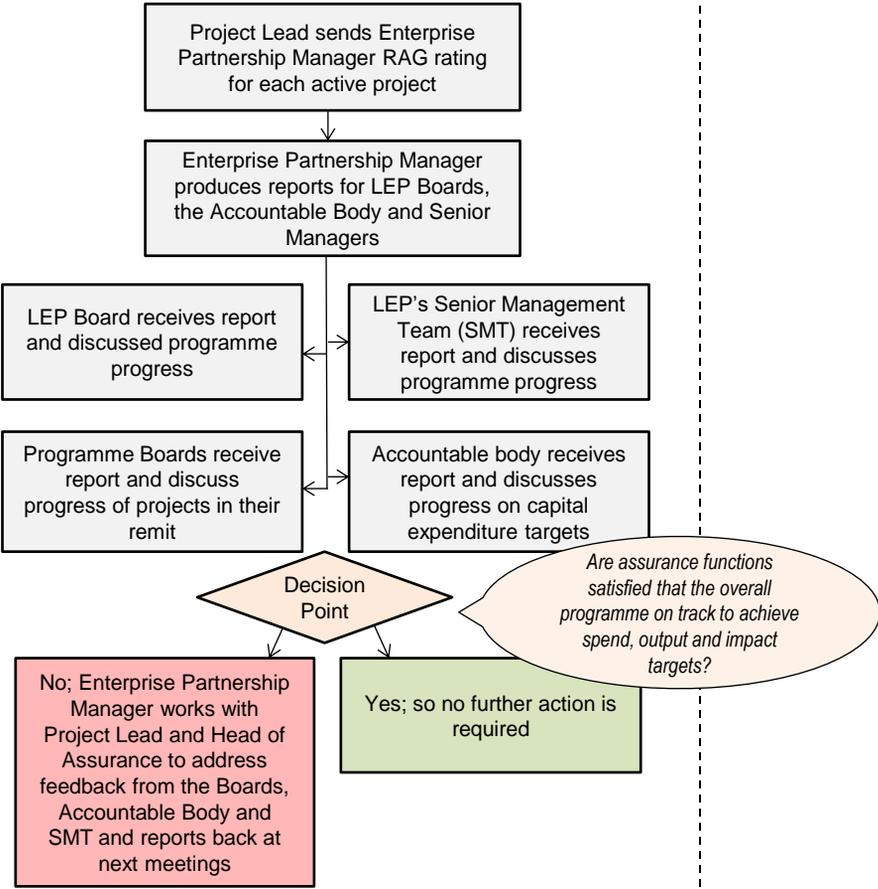


# Stage 6, Performance management (programme)

## Development

## Assurance

### Monthly process



### Quarterly process

