

**SELEP - ACCOUNTABILITY BOARD**

**DRAFT MEMBERSHIP AND TERMS OF REFERENCE**

The SELEP Accountability Board is an executive joint committee of the following authorities. It is constituted under S.101 and S.102 LGA 1972 and Reg. 11(6) of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 (2012/1019).

1. East Sussex County Council
2. Essex County Council
3. Kent County Council
4. Medway Borough Council
5. Southend On Sea Borough Council
6. Thurrock Borough Council

**Membership**

- 9 members appointed as follows

**Voting Members**

- 1 member appointed by each of the 6 member councils (6)

**Non-voting Co-opted members**

- A business Vice Chairman of the SELEP Strategic Board appointed by the Strategic Board
- One member appointed by the Accountability Board on the nomination of the higher education sector (1)
- One member appointed by the Accountability Board on the nomination of the further education sector (1)

**Chairman**

- The business Vice Chairman of the SELEP Strategic Board appointed to the Accountability Board shall be the Chairman of the Accountability Board.

**Quorum**

- One third of the members including at least two voting members

## **Terms of Reference**

Within the Partnership's Growth Deal and Strategic Economic Plan and such other plans as may be approved by the Strategic Board, the Accountability Board will be responsible for the implementation of the Partnership's Accountability and Assurance framework and all processes by which bids are assessed, risks considered, approvals made and performance managed including

- Appraisals and approvals, including those of grants and loans, in accordance with Board recommendations
- Monitoring project assessment and delivery
- Ensuring accountability from each of the federated areas relating to expenditure and programme delivery
- Approving variations to schemes
- Quarterly performance reporting on an exceptions basis to the Strategic Board
- Reporting on progress to central government
- Any other accountability or assurance function required by central government or recommended by the Partnership's auditors or the Chief Finance Officer of the Partnership's accountable body,

The Accountability Board will be advised by the Accountable Body's chief finance officer.