

LEP Programme Review – Scope of works

Objective

A review will be undertaken on each of the LEP Programme areas, during the period February – July 2021. The objective of the review is to act as a critical friend, establish programme baseline, in order to seek a pattern of continuous improvement, to inform current and future delivery and direction.

Schedule

February – April 2021 - The review of the; Growth Deal, Getting Building Fund, Enterprise Zones and Growing Places programmes will be completed.

April – July 2021 – The review of the; Growth Hub / Boost, Lancashire Skills and Employment, City Deal, Social Value and Innovation programmes will be completed.

Delivery

The review will be delivered by the LEP Investment Programme Manager, in conjunction with the LEP Sub-Committee Chair and the Programme Manager. The findings will be reported to the LEP Board.

The review will include, but not restricted to, establishing the findings to the areas as detailed below.

<u>Purpose</u>
❖ Were the programme outcomes / intentions clearly defined at the onset? Are they now?
❖ Is it clear what objective the programme is intended to achieve?
❖ Does the programme reflect the LEP's strategic priorities?
❖ Have the right people bought into the programme – stakeholder engagement?
❖ Did the programme build upon a previous programmes, and if so were lesson learnt incorporated into the scope?
<u>Value</u>
❖ Does the programme deliver value for money over its lifetime?
❖ Has the programme a clear financial profile, including all programme components?
❖ Does the programme have a baseline?
❖ Does the programme know what measurable change it is going to make, and measure it?
❖ How is performance measured, and how is it performing?
<u>Governance</u>
❖ Are the requirements in the Local Assurance Framework being met?

❖ Are there effective structures (internal and external) which provide strong and effective oversight, challenge and direction?
❖ Are sub-committees well-constituted with the right skills set and experience given the challenging nature of the environment?
❖ Are all the requirements if the Sub-Committee Terms of Reference being met?
❖ Do sub-committees report effectively to the LEP Board?
❖ Are conflicts of interest well managed?
❖ Has the programme the resources (staffing, skills, equipment etc.) required to deliver the programme?
❖ Is there an independent and transparent assurance process in place in terms of investments decisions?
❖ Is there a formal register of change to; scope, outcome, strategy, funding etc?
❖ Are key risks identified, understood and addressed? LEP Board informed re performance related risks?
<u>Delivery</u>
❖ Is progress being measured and assessed including consideration that the programme is still the right thing to do?
❖ Are there appropriate incentives for all parties to deliver (contractual, performance management, or other)?
❖ Is there an effective mechanism to control programme scope (change control)?
❖ Is the programme sufficiently flexible to deal with delays and changes?
❖ Is the programme reviewed periodically to consider; pause, abort or change the spirit and intent?
❖ Is there a current pipeline?
❖ Is Social Value embedded into programme, to create, rather than capture?
❖ How are 'lessons learnt' captured to inform development of new programmes?
❖ Is there a post-delivery independent review / evaluation to be undertaken, which could collate further learning?
❖ Is there a process in place to share best practice, lessons learnt with a wider network?
❖ How are the programme communications and PR delivered
<u>Improvement Recommendations</u>
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