



Glasgow City Region - City Deal

Cabinet

Report by Director of Regional Economic Growth

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Item 5

8th October 2019

GLASGOW CITY REGION CITY DEAL ASSURANCE, GOVERNANCE AND PROGRAMME MANAGEMENT FRAMEWORK 2019 (v2.4)

Purpose of the Report:

The paper provides Cabinet with an overview of the key amendments and additions which have been made to this version of the Glasgow City Region City Deal Assurance Framework (v2.4) and the scope of the new, accompanying Key Supporting Governance Documents which are used to operationalise the principles contained within the Framework.

The Framework (v2.4) and the Key Supporting Governance Documents are available on request from the Committee Clerk.

Recommendations:

The Cabinet is invited to:

- (1) agree that Assurance Framework (v2.4) and its accompanying Key Supporting Governance Documents be operationalised by the City Deal Programme Management Office (PMO); and
- (2) note that the Director of Regional Economic Growth will advise Cabinet of, and seek approval for, any changes which may be required following UK and Scottish Governments' feedback.

1. Introduction

- 1.1 The Glasgow City Region City Deal Agreement required the development of an Assurance Framework. The first version was approved by Cabinet in 2015, with the Framework advising that it would be reviewed on a six-monthly basis.
- 1.2 While a number of reviews have been undertaken of the Assurance Framework 2015, the document has not been fully updated since 2015. The Glasgow City Region City Deal Programme Management Office (PMO) has now completed a full refresh, resulting in the creation of the Assurance, Governance and Programme Management Framework 2019 (v2.4) along with a suite of Key Supporting Governance Documents which allow for the operationalisation of the principles with the Framework.

2. Purpose

- 2.1 The paper provides Cabinet with an overview of the key amendments and additions which have been made to this version of the Glasgow City Region City Deal Assurance Framework (v2.4) and the scope of the new, accompanying Key Supporting Governance Documents which are used to operationalise the principles contained within the Framework.
- 2.2 The Framework (v2.4) and the Key Supporting Governance Documents are available on request from the Committee Clerk.

3. Approach

- 3.1 In order to refresh the Assurance Framework 2015, the PMO:
 - a) reviewed all Cabinet minutes from 2015 onwards to identify Cabinet decisions which had changed any of the existing arrangements within the Assurance Framework 2015;
 - b) developed a series of 'Proposal Papers', a number of which were co-designed with Member Authority representatives, outlining proposed new governance and programme management arrangements and principles, all of which have been incorporated within the updated version;
 - c) reviewed HM Treasury Assurance Framework Guidance 2014 to determine whether additional information should be included within the document;
 - d) developed the revised version alongside the development of the Grant Offer Letter to ensure Scottish and UK government grant requirements are embedded within the Framework; and
 - e) consulted Member Authorities via the City Deal Support Group structures and key stakeholders (including the Equality and Human Rights Commission) on drafts of the document, with suggested changes and amendments incorporated into subsequent drafts where possible.

4. Key amendments and additions to the Assurance, Governance and Programme Management Framework 2019

4.1 The key amendments and additions to the Assurance Framework include:

- a) the removal of operational guidance, templates and material included within the other governance documents such as the City Deal Agreement and the Cabinet Procedural Standing Orders;
- b) updating of the Cabinet's governance structures to reflect the current Cabinet's membership and the creation of new bodies such as the Regional Partnership, the eight Portfolio Groups and the Education Improvement Collaborative;
- c) updating of the Chief Executives' Group remit to reflect its delegated authority to approve Full Business Cases where appropriate;
- d) the addition of proposed new arrangements regarding the prioritisation and selection of new Projects should funds become available;
- e) the addition of a full list of all of the Key Supporting Governance Documents which are currently in use and/or under development with regards to: programme management; financial management and grant disbursement; and performance reporting; and
- f) addition of an Assurance Map setting out the assurance controls for the City Deal Programme.

4.2 In addition to the above updates to the core Assurance Framework (v2.4) document, the PMO has also developed a series of Key Supporting Governance Documents aimed at operationalising the principles within the new Assurance Framework 2019. These documents include the:

- **Programme Prioritisation Framework** setting out the qualitative and quantitative criteria against which Expressions of Interest for proposed new projects (should funding become available) will be assessed and prioritised.
- **Programme Management Toolkit** setting out guidance and templates for Programme and Project development, appraisal, reporting, monitoring and evaluation and including the Programme Status Report Template, Business Case Guidance, Economic Impact Assessment Guidance, risk and issues management arrangements.
- **Benefits Realisation Management Framework** setting out the community benefit and output indicators to be monitored and the economic outcome indicators to be evaluated.

4.3 Through the creation of these supporting documents, the PMO seeks to separate operational documents from the core Assurance Framework document, ensuring that ministerial endorsement is only required should changes be proposed in future to key assurance, governance and programme management principles as opposed to operational documents.

5. Engagement with Scottish and UK Governments

5.1 The PMO has been liaising closely with both the UK and Scottish Governments on the refresh of the Assurance Framework and the development of the Key Supporting Governance Documents. The governments have advised that their

formal comments will be provided on this version (2.4) following its approval by Cabinet.

- 5.2 Where, following feedback from government on this version (2.4), further changes are required, the Director of Regional Economic Growth will bring a further version (2.5) to Cabinet advising of, and seeking approval for, any required final changes.
- 5.3 It is possible that the final version, as agreed with UK and Scottish government officers, may also be required to be submitted to relevant Scottish and UK government ministers for their formal endorsement, as per the process for agreeing the Assurance Framework 2015. Clarification is awaited from government officials on their requirements.

6. Recommendations

6.1 The Cabinet is invited to:

- (1) agree that Assurance Framework (v2.4) and its accompanying Key Supporting Governance Documents be operationalised by the City Deal Programme Management Office (PMO); and
- (2) note that the Director of Regional Economic Growth will advise Cabinet of, and seek approval for, any changes which may be required following UK and Scottish Governments' feedback.