

## Midlands Engine Governance and Assurance Framework

Below is the list of policies contained within the Midlands Engine Governance and Assurance Framework, these will normally be reviewed as shown in the Document Control Log, but no less than every 3-years and published on the Midlands Engine website. [www.midlandsendengine.org](http://www.midlandsendengine.org)

Governance Item	Content
A. Governance principles	<ul style="list-style-type: none"> <li>• Strategic priorities and activities</li> <li>• Performance measures</li> <li>• Principles relating to governance and partnership</li> </ul>
B. Constitution	<ul style="list-style-type: none"> <li>• Partnership rules</li> <li>• Purpose of Boards and Groups</li> </ul>
C. Register and Conflicts of Interest Policy	<ul style="list-style-type: none"> <li>• Arrangements for publication and maintenance of the register</li> <li>• Process for managing conflicts</li> <li>• Breach and suspension process</li> <li>• Appendix 1 - Register of Members Interests Proforma</li> </ul>
D. Finance, Commissioning and Scheme of Delegation Policy	<ul style="list-style-type: none"> <li>• Standing financial authorisations</li> <li>• Use of resources within the ME partnership</li> <li>• Commissioning external resources</li> <li>• Individual delegated authority</li> <li>• Suspension of authority process</li> <li>• Budget approval and spend</li> </ul>
E. Assurance Framework	<ul style="list-style-type: none"> <li>• The Midlands Engine geography</li> <li>• Membership of the partnership</li> <li>• Board membership and terms of reference</li> <li>• Secretariat structure</li> <li>• Equalities</li> <li>• Risk management</li> </ul>
F. Accountable Body Agreement	<ul style="list-style-type: none"> <li>• Roles and responsibility for the Accountable Body</li> <li>• Roles and responsibility of the Midlands Engine</li> </ul>
G. Code of Conduct	<ul style="list-style-type: none"> <li>• Adherence and agreement to Nolan Principles</li> <li>• Appendix 1 – Declaration Form for Board members</li> </ul>
H. Transparency Code	<ul style="list-style-type: none"> <li>• Access for members of the public to submit questions and attend Board meetings</li> <li>• Agenda pack publication and notice of meetings</li> <li>• Exempt information and confidential information categories</li> </ul>
I. Remuneration and Expenses Policy	<ul style="list-style-type: none"> <li>• Payment and record keeping of expenses</li> </ul>
J. Board Recruitment Policy	<ul style="list-style-type: none"> <li>• Process of appointments</li> <li>• Reappointment process</li> <li>• Suspension process</li> </ul>
K. Complaints Policy	<ul style="list-style-type: none"> <li>• Confidential reporting process</li> <li>• Anonymous allegations process</li> </ul>
L. Whistleblowing Policy	<ul style="list-style-type: none"> <li>• Description of what constitutes a relevant concern</li> <li>• Names and contact details of Responsible Officers</li> <li>• Process to follow in raising a relevant concern</li> <li>• Handling of relevant concerns</li> </ul>