

Working Level Arrangements

London Economic Action Partnership and Greater London Authority

1. Legal context

- 1.1 The London Economic Action Partnership (LEAP) is a non-incorporated consultative and advisory body established by the Mayor of London under sections 30 and 34 of the Greater London Act 1999.
- 1.2 LEAP operates through the Greater London Authority (GLA), which acts as its Accountable Body for funding provided by HM Government. LEAP has no separate, independent or corporate legal status to the GLA.
- 1.3 These Working Level Arrangements (WLA) are intended to supplement LEAP's detailed Local Assurance Framework.

2. Decision Making

- 2.1 LEAP makes recommendations to the Mayor of London on the allocation of funding made available to LEAP by central Government, the GLA or other parties. All LEAP endorsements are subject to approval by the Mayor (or GLA officers as delegated) and, as such, must comply with the GLA's corporate governance, financial, legal and procurement frameworks and processes.
- 2.2 The implementation of Board recommendations will be undertaken by the GLA through its [Financial Regulations](#) and the [Mayoral Decision-Making Scheme](#).
- 2.3 The GLA, as the Accountable Body, is responsible for:
 - a) Ensuring LEAP decisions and activities conform with all relevant law (including State Aid and public procurement) and ensuring that records are maintained so this can be evidenced;
 - b) Ensuring that the funds are used in accordance with any conditions associated with the funding;
 - c) Ensuring that LEAP's Local Assurance Framework is adhered to;
 - d) Maintaining the official record of LEAP proceedings and holding copies of all relevant documents relating to Local Growth Fund and other funding sources received from HM Government funding;
 - e) The decisions of the LEAP in approving projects (for example if subjected to legal challenge); and

- f) Ensuring that there are arrangements for local audit of funding allocated by LEAP at least equivalent to those in place for local authority spend.
- 2.4 The GLA uses its [Contracts and Funding Code](#) to maximise social value, including weighting scoring matrices within tender specifications and influencing its supply chain and those of the GLA Group and partners.
- 2.5 The GLA's grant agreement process will be used to implement decisions. Grant agreements provide clarity on the information that the GLA expects to receive from delivery partners and include arrangements for monitoring and evaluating delivery.
- 2.6 Grants and contracts issued to third parties by the GLA on behalf of LEAP must include any requirements placed on delivery partners as a condition of Government funding or as outlined in these WLA.
- 2.7 LEAP projects will be managed in line with GLA processes and the LEAP Assurance Framework, and the GLA takes responsibility for ensuring effective delivery, including where external delivery bodies have been appointed.

3. Governance and Financial Management

- 3.1 All HM Government funding allocated to LEAP will be paid to the GLA as the Accountable Body.
- 3.2 The GLA will be responsible for the proper use and administration of HM Government funding, in line with any requirements set out in the respective grant determination letter. It operates the following systems for administering the funding:
 - a) Decision making by the Mayor (and officers as delegated);
 - b) Financial systems;
 - c) Governance arrangements;
 - d) Equalities impact assessments;
 - e) Corporate Investment Board;
 - f) Grant agreement process;
 - g) Legal and finance officer sign off; and
 - h) Project management system.
- 3.3 The GLA's Financial Framework is contained within the [GLA's Financial Regulations](#) and applies to all LEAP funding provided to the GLA.
- 3.4 All LEAP funding will be subject to the GLA's [Risk Management Framework](#). The Senior Responsible Officer will be responsible for overseeing risk management, for reporting on risk to Board level and for escalating areas of high risk.
- 3.5 Contract terms between the GLA and delivery partners/suppliers include a breach of conditions clause which sets out the terms under which the GLA can retain, suspend, withhold or recover LEAP funding. The process by which this will be escalated to LEAP is set out in the Local Assurance Framework.

Following LEAP endorsement, a formal debt recovery process is instigated in line with Transport for London¹ processes.

- 3.6 The GLA, as the Accountable Body, is responsible for handling complaints and whistleblowing reports raised in relation to LEAP.
- 3.7 By 28 February each year, the GLA's Section 127 Officer will report on the Local Assurance Framework in a letter to the Ministry of Housing, Communities and Local Government's Accounting Officer, to include details outlined in the Local Assurance Framework.
- 3.8 In accordance with the [GLA's Protocol on Mayoral Appointments](#), appointments to the LEAP Board will be managed by the GLA's HR function and be in line with the requirements outlined in the Local Assurance Framework.
- 3.9 By 28 February each year, the Business Deputy Chair and Senior Responsible Owner will publish an Annual Assurance Statement on the LEAP website.

4. Communications and marketing

- 4.1 All projects being delivered by the GLA, or an external delivery partner on behalf of LEAP, must adhere to LEAP's Branding & Communications Guidelines. These Guidelines incorporate specific requirements mandated by HM Government as a condition of funding. Failure to comply with these Guidelines may result in LEAP funding being withheld or withdrawn.

5. Staffing

- 5.1 The GLA will support LEAP with staff from within the GLA's existing structures. Staffing and overhead recharges may be charged to LEAP budgets as agreed by the LEAP and the GLA.
- 5.2 The Executive Director of Resources is the GLA's Section 127 Officer² and a senior officer of the GLA as identified in the LEAP Assurance Framework acts as LEAP's Senior Responsible Owner. The Section 127 Officer and Senior Responsible Owner will attend every meeting of the LEAP Board but may delegate activity to GLA officers as required.
- 5.3 Secretariat support will be provided by an officer in the GLA's Secretariat directorate, which is separate to the strategy and delivery teams.
- 5.4 Programme and project support will be provided from across relevant policy and delivery teams and GLA corporate support services (such as finance and HR) is provided in line with the GLA's existing support arrangements.

¹ Transport for London provide a shared legal service for the GLA Group.

² The Section 127 Officer is required under the Greater London Authority Act 1999. It is the GLA's equivalent of the Section 151 Officer under the Local Government Act 1972, which requires local authorities to make arrangements for the proper administration of their financial affairs and appoint a Chief Finance Officer to have responsibility for those arrangements.