

Agenda Item No.5**D2N2 INFRASTRUCTURE AND INVESTMENT BOARD (IIB)****28 September 2017****Proforma reports for High Risk projects**

The following proformas have been created and agreed by the D2N2 Officers group. These proformas are to be used once a project is highlighted as high risk. The Local Assurance Framework states that either:

- Promoter are requested to submit a valid Outline Business Case application no later than July of the financial year in which funding is to be released. Failure to submit will render a project high risk
- A final submission application (business case) is to be submitted in line with the programmed date agreed with the LEP, however this is to be no later than November 30th of the year funding is to be released. Failure to submit a business case in line with the programme will render the project high risk.

Where a project is seen as high risk the IIB will write to the promoter setting out the risks and requesting a written response outlining how the risks will be mitigated. This written response will now be in the standard format of the template in appendix 1. If the IIB are not satisfied with the response then the IIB can remove the project from the programme.

Also, the IIB will be provided with quarterly performance reports by the project monitoring officer. If it is reported that a project is delayed (commencement/completion/outputs/outcomes) by 3 months or more then the project will be reported as a high risk project. In this instance the IIB will write to the promoter requesting a written response detailing why the project was delayed. This written response will now be in the standard format of the template in appendix 2. If the IIB are not satisfied with the response then the IIB can request that the funds already paid are repaid to the LEP or decide not to release any future years funding.

Recommendation

The Board are asked to approve these proforma's and adopt as part of the Local Assurance process to high risk projects.

High Risk-Delivery

Appendix 1

Formal response from Promoter

<u>Name of Project</u>	
<u>Name of Promoter</u>	
<u>Reason for high risk</u>	<i>E.g. Failure to submit OBC by July</i>
<u>Brief description of project</u>	
<u>Please set out how and when the project is now going, to be delivered. Please provide dates for completion</u>	
<u>Please set out how you will ensure the project is compliant with the Local Assurance Framework (LAF)</u>	
<u>Please set out your timescales for compliance with the LAF</u>	

<u>Please identify what you foresee as the risks of delivery and how these will be mitigated</u>				
<u>Please detail any impacts this has e.g., on grant profile, timescales etc.</u>				
<u>Risk Rating after mitigation</u>	<u>Red</u>	<u>Amber</u>	<u>Green</u>	

High Risk-Outputs

Appendix 2

Formal response from Promoter

<u>Name of Project</u>			
<u>Name of Promoter</u>			
<u>Reason for high risk</u>	Missed outputs for Q1		
<u>Brief description of project</u>			
<u>Outputs-Forecast-for quarter x</u>	<u>Jobs</u>	<u>Homes</u>	<u>Learners</u>
<u>Outputs-Actual-for quarter x</u>	<u>Jobs</u>	<u>Homes</u>	<u>Learners</u>
<u>Reasons for Missed Delivery</u>			
<u>Is the project behind schedule, if so why</u>			
<u>What are the actions being taken to mitigate these circumstances</u>	<u>Mitigation</u>	<u>Date when expected to be implemented</u>	<u>Date when expected to be complete</u>

<u>A proposal of how and when future outputs will be delivered</u>				
<u>Risk Rating after mitigation</u>	<u>Red</u>	<u>Amber</u>	<u>Green</u>	