

Business Grants Programme Governance Arrangements

- 1.1 West Yorkshire Combined Authority's Assurance Framework sets out the systems and processes by which decisions on capital and significant revenue expenditure are made. Its focus is to ensure that there is sufficient assurance that decisions over funding are proper, transparent and deliver value for money.
- 1.2 The Business Investment Panel provides strategic input into the delivery of the Business Grants Programme, as well as playing a key role in the decision making process for larger and more complex grant applications (those over £100,000).
- 1.3 Smaller grant awards (up to £100,000) are approved under officer delegations.
- 1.4 The Business Investment Panel comprises a mixture of public and private sector members, and constitutes a fundamental part of the assurance process for the appraisal of business grants, in particular in carrying out due diligence.
- 1.5 The process for approving and awarding business grants has recently been reviewed, with the following arrangements in place since April 2018.

Grant applications of up to £50,000	Grant applications of £50,001 to £100,000	Grant applications of £100,001 to £250,000
Grants of up to £50,000 are appraised and administered by officers at Leeds City Council on behalf of the Combined Authority. Leeds City Council make recommendations to the Combined Authority on the appraised applications, with the Combined Authority then making the final decisions on awards..	Grants of £50,000-£100,000 are appraised and administered by the Combined Authority. They are then considered by a panel of officers from the constituent authorities, which provides a recommendation to the Combined Authority.	Grants of between £100,000 and £250,000 are appraised and administered by officers at the Combined Authority, and then considered by the Business Investment Panel. This Panel makes recommendations on the applications to the Combined Authority Managing Director, who has the delegated authority to make the final decisions.
The Combined Authority's Executive Head of Economic Services, under sub-delegation from the Managing Director, approves all grant awards of between £10,000 and £100,000, with the Head of Business Support also being able to approve grant awards of under £25,000 via the same delegation.		

- 1.6 In respect of any application for a grant from a business where a potential conflict of interest arises from the involvement with that business of any person on the LCR LEP or any relevant committee, the application must be decided by the Managing Director, after consultation with the Chair of the Overview and Scrutiny Committee.