

## **Appendix B - Responsibilities of the accountable body v6**

### **Responsibilities of the accountable body**

#### **1. The accountable body**

- 1.1 The accountable body is responsible for carrying out the finance functions and has oversight of governance, including providing legal and procurement services on behalf of the Joint Committee.
- 1.2 The accountable body ensures that decisions and activities of the Joint Committee conform with all relevant law, and that records and other evidence are maintained and managed in an appropriate manner including any documents (electronic or physical) relating to all funding received from Government or other public sources.
- 1.3 The accountable body should discharge its duty in line with the Local Government Finance Act 1988, section 114 requiring its Section 151 officer to report to all the participating authority's Leaders if there is or is likely to be unlawful expenditure or an unbalanced budget.
- 1.4 The accountable body must ensure that the Joint Committee must meet within 21 days to consider the report referred to in 1.6, and during that period the Prosperity Programme is prohibited from entering new arrangements that will cause money to be spent.
- 1.5 The accountable body should discharge its duty in line with The Local Government Act 1992 which requires financial reporting annually, to start in April and end in March, and meet the associated accounting obligations.
- 1.6 Where any grant is transferred to participating local authorities, the accountable body ensures this is done under a written agreement which reflects the grant requirements of the awarding body, clearly sets out ownership of responsibilities and makes adequate provisions for the protection of public funds (e.g. arrangements to suspend or claw back funding in the event of non-delivery or mismanagement)
- 1.7 The accountable body will co-ordinate participating local authorities in order to respond to any FOI/EIR requests made regarding the Joint Committee including the responsibilities of the accountable body.

#### **OPERATING PRINCIPLES**

- 1.8 Open book- transparently accounting for all costs including in-kind.
- 1.9 All costs will be shared equally by all participating unitary authorities and billed quarterly on estimate with final settlement on actuals after year end.
- 1.10 That all participating authorities have a suitable liability or indemnity arrangement to ensure risks is shared.