

LEP - Enterprise Zone Governance Committee

Thursday, 16th July, 2015 in Cabinet Room 'D' - The Henry Bolingbroke Room, County Hall, Preston, at 2.00 pm

Agenda

Part I (Items Publicly Available)

1. Appointment of Chair

The Committee is asked to note that in accordance with the Terms of Reference Mr E Booth (Chairman and Director of the LEP Board) has been appointed as the Chair.

2. Welcome and Apologies for Absence

3. Declarations of Interest

4. Terms of Reference (Pages 1 - 6)

5. Enterprise Zone - Overview Presentation

A presentation will be made providing a general overview of the Enterprise Zone, the role and remit of the Committee and reporting mechanism / relationship with the LEP Board.

6. Any Other Business

7. Date of Next Meeting

Subject to the approval of the suggested meeting timings for 2015/16 referred to in item 4 on the agenda arrangements will be made for the next meeting of the Committee to be held during the week commencing 7th September 2015 or the week commencing 14th September 2015.



LEP – Sub Committee

Enterprise Zone Governance Committee

Private and Confidential: No

Thursday 16 July 2015

Enterprise Zone Governance Committee Terms of Reference

Appendix 'A' refers

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Executive Summary

The purpose of this report is to:-

- i. Note the Terms of Reference for the Enterprise Zone Governance Committee as agreed by Lancashire Enterprise Partnership Board on 10th February 2015.
- ii. Consider meeting frequency and timings for 2015/16.

Recommendation

The Committee is invited to

- i. Note the Terms of Reference.
- ii. Consider and agree meeting frequency and timings for 2015/16.

Background and Advice

The Lancashire Enterprise Partnership at its Board meeting held on 10th February 2015 approved the Terms of Reference for the Enterprise Zone Governance Committee and approved its establishment as a sub-committee of the LEP.

The main purpose of the Enterprise Zone Governance Committee is to set and oversee the strategic direction of the Lancashire Enterprise Zone and provide regular reports on the progress of the Enterprise Zone to the LEP Board.

The agreed Terms of Reference are attached at Appendix 'A' for the Committee to note.



Meeting Frequency

In order to support the efficient discharge of the functions and requirements placed upon the Enterprise Zone Governance Committee and to ensure appropriate reporting mechanisms are put in place for the Committee to report to the LEP Board it is considered prudent to determine and agree the principles of meeting frequency.

It is proposed that the Committee meets approximately 2-3 weeks prior to each LEP Board meeting in order that any recommendations from the Committee can be reported to the LEP Board in a timely manner. The Committee are therefore asked to consider and agree that Committee meetings are arranged approximately 2-3 weeks prior to the existing programme of LEP Board meetings for 2015 / 16 which are:

- 6th October 2015
- 15th December 2015
- 2nd February 2016
- 5th April 2016
- 14th April 2016

Lancashire Enterprise Zone
Governance Structure and Terms of Reference
February 2015

Enterprise Zone Governance Committee

Membership

Chair: Edwin Booth, Chair of the Lancashire Enterprise Partnership (LEP)

Members: Richard Evans, Partner, KPMG, and LEP Director

Mike Tynan, Chief Executive (Nuclear) AMRC and LEP Director

Jenny Mein, Leader of Lancashire County Council and LEP Director

Malcolm McVicar, Former Vice Chancellor, University of Central Lancashire, and LEP Director

Mark Smith, Vice Chancellor, University of Lancaster

David Taylor, Chairman, David Taylor Partnership

Quorum: Chair and two members of the Governance Committee

Frequency of Meetings

Bi-Monthly

Role and Responsibilities

The Enterprise Zone Governance Committee is a sub-committee of the Lancashire Enterprise Partnership.

The Governance Committee is responsible for setting and overseeing the strategic direction of the Lancashire Enterprise Zone. It will also provide regular reports to the LEP Board, specifically focusing on:

- Regular progress updates on the delivery of public infrastructure into the Samlesbury site of the Lancashire Enterprise Zone;
- Regular progress updates on the delivery of the BAE Systems' Training Centre and Logistics Facility, which will form the first phase of development on the Samlesbury site of the Lancashire Enterprise Zone;
- Regular progress updates on the establishment and progress of the Dev Co arrangement (a joint venture between Carillion PLC and Eric Wright Group Ltd in their capacity as the County Council's strategic regeneration property partner) to deliver the Samlesbury site;
- Regular progress reports on the drawdown/development of land on the Lancashire Enterprise Zone;

- Regular progress reports on the generation of commercial leads and enquiries on the Lancashire Enterprise Zone;
- Regular financial reports regarding the generation of Business Rates growth at the Lancashire Enterprise Zone;
- Regular financial reports on Business Rates Relief providing to companies locating to the Lancashire Enterprise Zone;
- Regular financial reports on the provision and repayment of any public investment provided in support of the development of the Lancashire Enterprise Zone;
- Regular progress updates on the number of jobs and commercial floor-space created across the Lancashire Enterprise Zone; and
- Regular progress reports on planning frameworks and commercial masterplans in place across the Lancashire Enterprise Zone.

Enterprise Zone Programme Board

Membership

Chair: Eddie Sutton, Assistant Chief Executive, Lancashire County Council

Members: Simon Eastwood, Managing Director, Carillion PLC
Jeremy Hartley, Group Managing Director, Eric Wright Group Ltd
Gareth Jackson, Development Director, Dev Co
Dave Holmes, Director of Infrastructure, BAE Systems
Martin Kelly, Director of Economic Development, Lancashire County Council
Representative of CBRE and/or another national agent
Peter Sebastian, Head of EZ Team, Department of Communities and Local Government (DCLG)
Representative of Department Business, Innovation & Skills (BIS Local)
AEM specialist, UK Trade and Investment (UKTI)

Beckie Joyce, Head of Strategic Development, Lancashire County Council, to coordinate the County Council's finance, legal, planning and programme management and external professional service support to the EZ Governance Committee, Programme Board and Project Board

Frequency of Meetings

Monthly – (and always two weeks in advance of each Enterprise Zone Governance Committee)

Role and Responsibilities

The Enterprise Zone Programme Board is responsible for:

- Providing regular progress reports and advice on all commercial, financial, development and planning matters for consideration by the Enterprise Zone Governance Committee;
- Providing regular reports and advice on the implementation of agreed planning frameworks and commercial masterplans developed for the Lancashire Enterprise Zone;
- Providing reports and advice on the drawdown of land under the Option Agreement in place between Lancashire County Council and BAE Systems in respect of the Samlesbury site of the Lancashire Enterprise Zone;
- Providing regular progress reports and advice on commercial enquiries received/secured on the Lancashire Enterprise Zone;
- Providing regular reports and advice on any public or other infrastructure required on the Lancashire Enterprise Zone; and
- Developing recommendations/reports for the Governance Committee on new initiatives, incentives and/or funding opportunities which may be appropriate to support the delivery of the Lancashire Enterprise Zone.

Enterprise Zone Project Board

Membership

Chair: Eddie Sutton, Assistant Chief Executive, Lancashire County Council

Members: Gareth Jackson, Development Director, Dev Co

David Baird, Enterprise Zone Programme Manager, BAE Systems

Kathryn Molloy, Head of LEP Co-ordination, Lancashire County Council

Chris Dyson, EZ Programme Manager, Lancashire County Council

Emma Prideaux, EZ Planning Advisor, Lancashire County Council

Planning Officer Support, representative of Ribble Valley/South Ribble planning authorities

Julia Johnson, EZ Legal Support, Lancashire County Council

Andrew Good, Head of Finance, Lancashire County Council

Phill Wilson, EZ Highways Project Manager, Lancashire County Council

Gary Pearce, Head of Corporate Property, Lancashire County Council

Frequency of Meetings

Every two weeks

Role and Responsibilities

The Enterprise Zone Project Board is responsible for:

- Managing and monitoring operational progress on the Lancashire Enterprise, specifically in respect of all commercial, financial, development, legal, planning, land, infrastructure and highways matters on the Lancashire Enterprise Zone;
- Preparing regular progress reports on all commercial, financial, development, legal, planning, land, infrastructure and highways matters for consideration by the Enterprise Zone Programme Board;
- Preparing advice and recommendations for consideration by the Enterprise Zone Programme Board on the implementation of agreed planning frameworks and commercial masterplans developed for the Lancashire Enterprise Zone;
- Monitoring progress on the drawdown of land under the Option Agreement in place between Lancashire County Council and BAE Systems in respect of the Samlesbury site of the Lancashire Enterprise Zone;
- Monitoring commercial enquiries received/secured on the Lancashire Enterprise Zone;
- Identifying any public or other infrastructure required on the Lancashire Enterprise Zone; and
- Identifying any new local or national initiatives, incentives and/or funding opportunities which may be appropriate to support the delivery of the Lancashire Enterprise Zone.