

LEP - Growth Deal Management Board

**Wednesday, 8th July, 2015 in E17 - County Hall, Preston, PR1 8XJ,
at 1.00 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 G Cowley (Director of the LEP Board and a member of the LEP's Performance Committee) has been appointed as the Chair.

2. Welcome and Introductions

3. Declarations of Interest

4. Terms of Reference (Pages 1 - 8)

5. Contextual Update.

Oral report.

6. Financial Issues.

Report to following regarding the financial profile for 2015/16.

7. Growth Deal Monitoring and Evaluation Sub Group.

Oral report to include the following

- Feedback from the Monitoring and Evaluation Sub Group Workshop (6th July 2015)
- Consideration and approval of Monitoring and Evaluation invitation to Tender.
- The Monitoring and Evaluation Sub Group Terms of Reference.

8. Central Government Growth Deal reporting requirements. (Pages 9 - 14)

9. Communications and Marketing.

Oral report.

10. Reporting to Lancashire Enterprise Partnership Board.

The Committee is asked to

- Identify and agree any recommendations for consideration and approval by the LEP Board.
- Identify and agree any issues for inclusion in the feedback report for the LEP Board.

11. Date of Next Meeting

Subject to the approval of the proposed programme of meetings 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.

Part II (items not publicly available)

12. Growth Deal Implementation. (Pages 15 - 102)



LEP – Sub Committee

Growth Deal Management Board

Private and Confidential: No

Wednesday 8 July 2015

Growth Deal Management Board Terms of Reference

Appendices 'A' and 'B' refer

Report Author: Alison Moore, Programme Office, Lancashire County Council,
01772 538887, Growthdeal@lancashire.gov.uk

Executive Summary

The purpose of this report is to:-

- i. Confirm the Terms of Reference for the Growth Deal Management Board as agreed by Lancashire Enterprise Partnership Board on 16th June 2015.
- ii. Consider the election of a Deputy Chair.
- iii. Consider a proposed programme of meetings for 2015/16.

Recommendation

The Committee is invited to

- i. Note the Terms of Reference.
- ii. Determine whether to elect a Deputy Chair.
- iii. Consider and agree the proposed programme of meetings for 2015/16.

Terms of Reference

A Shadow Growth Deal Implementation Board, chaired by Mr Graham Cowley, was established in 2014 to oversee the preparation of a Growth Deal Implementation Plan and a Growth Deal Monitoring and Evaluation Framework. These two key Growth Deal documents were submitted to Government in April 2015.

Since April 2015 the role and remit of the Growth Deal Management Board have been discussed. Draft Terms of Reference were presented to, and approved by, Lancashire Enterprise Partnership Board on 16th June 2015. A copy of the Terms of Reference are presented at Appendix 'A' to this report.



Election of Deputy Chair

The Terms of Reference state that: "The Growth Deal Management Board may appoint one of its number to act as Deputy Chair."

It is suggested that members of the Growth Deal Management Board determine whether the appointment of a Deputy Chair is appropriate, and if so agree who should be appointed to act as Deputy Chair.

Meeting Frequency

The Terms of Reference state that: "The Growth Deal Management Board shall meet according to operational need".

In order to support the efficient discharge of the functions and requirements placed upon the Growth Deal Management Board it is considered prudent to determine and agree a programme of meetings.

A proposed programme of meetings for 2015/16 is set out at Appendix "B".

The rationale for this proposed programme is that on a quarterly basis the Growth Deal Management Board should meet following the completion and submission of quarterly monitoring reports and requests for financial draw-down from individual projects. Additional meetings proposed to take place between the quarterly meetings are intended to take account of the potential need to deal with other matters including (but not restricted to) change notice forms and approval of local growth fund agreements.



Growth Deal Management Board

TERMS OF REFERENCE

Composition

1. Unless otherwise agreed by the LEP, the Growth Deal Management Board shall comprise a minimum of 6 members and a maximum of 10.
2. The Chair and membership of the Growth Deal Management Board shall be appointed by the LEP.
3. The Chair of the Growth Deal Management Board shall be a Director of the LEP Board and a member of the LEP's Performance Committee.
4. The Members of the Growth Deal Management Board, as at the date of adoption of these Terms of Reference, are as follows:

<i>Graham Cowley (Chair)</i>	<i>LEP Director, Executive Director Local Government, Development and Regulatory Services, Capita Local Government, Health and Property</i>
<i>Sue Procter</i>	<i>Director, Programmes and Project Management Lancashire County Council</i>
<i>Alan Cavill</i>	<i>Director of Place, Blackpool Council</i>
<i>Brian Bailey</i>	<i>Director of Growth and Prosperity, Blackburn with Darwen Council</i>
<i>Michele Lawty-Jones</i>	<i>Director, Lancashire Skills Hub</i>
<i>Gareth Smith</i>	<i>Project Director and Head of Regeneration, Barnfield Investment Properties</i>
<i>Dr, Robert Walsh</i>	<i>Director of Research and Innovation, UCLAN</i>
<i>Julie Whittaker</i>	<i>Economic, Housing and Regeneration Manager, Pendle Borough Council</i>

5. The Growth Deal Management Board may invite any persons it sees fit to attend meetings as observers.

Chair and Deputy Chair

6. The Chair of the Growth Deal Management Board will be a private sector representative and be a member of the LEP Board.
7. The Chair shall not have a casting vote.
8. The Growth Deal Management Board may appoint one of its number to act as Deputy Chair ("Deputy Chair").

Quorum

9. The quorum for Growth Deal Management Board meetings shall be 4, including the Chair.
10. If within 15 minutes from the time appointed for the holding of a Growth Deal Management Board meeting a quorum is not present, the meeting shall be adjourned. The Secretary shall arrange for the meeting to take place within 2 weeks and if at that meeting a quorum is not present within 15 minutes from the time appointed for holding the meeting the Members present shall be a quorum.

Secretary

11. The Company Secretary of the Lancashire Enterprise Partnership (or their nominee) shall serve as the Secretary ("The Secretary") to the Growth Deal Management Board
12. The Secretary shall produce minutes of all meetings of the Growth Deal Management Board and will maintain a list of conflicts of interests, in accordance with the LEP's Assurance Framework. Growth Deal Management Board agendas will include a standard item requiring declarations to be made in relation to specific items of business.

Meeting Frequency

13. The Growth Deal Management Board shall meet according to operational need.

Decisions in Writing

14. A resolution in writing signed by the majority of the members of the Growth Deal Management Board for the time being shall be as valid and effectual as if it had been passed at a meeting of the Growth Deal Management Board.

Remit

15. The Growth Deal Management Board's primary responsibility is to ensure the implementation of the Growth Deal and to make strategic recommendations to the LEP Board in this regard.

16. The Growth Deal Management Board shall:
- (i) Implement and monitor the Growth Deal in accordance with the Growth Deal Implementation Plan and Growth Deal Monitoring and Evaluation Framework;
 - (ii) Ensure that the Growth Deal Implementation Plan and Monitoring and Evaluation Framework are updated according to operational need, and annually as a minimum;
 - (iii) Oversee the work of the Monitoring and Evaluation Sub Group, receive quarterly reports from the same and approve the submission of quarterly monitoring reports;
 - (iv) Ensure that any conditions attached to Local Growth Fund funding agreements are discharged appropriately;
 - (v) Refer to the LEP Board any issues arising if project sponsors are unable to comply with the Growth Funding principles agreed by the LEP Board;
 - (vi) Make recommendations to the LEP Board on any proposed material changes to funding profiles, including redirecting significant resources in year and between projects; and
 - (vii) Make recommendations to the LEP Board (who in turn would need to seek approval from Government) on any proposed material changes to project funding in the event of non-delivery, and / or the withdrawal of grant offer.

Governance Relationship with the LEP

17. The LEP is responsible for agreeing the Terms of Reference of the Growth Deal Management Board and has the power to vary the same.
18. The Growth Deal Management Board shall review its Terms of Reference from time to time as necessary and report their findings to the LEP.
19. Minutes of the Growth Deal Management Board meetings shall be submitted to the LEP Board at the LEP's request.
20. The Chair shall provide update reports to the LEP Board at the LEP's request.
21. The Chair of the Growth Deal Management Board shall sit on the LEP's Performance Committee.

Relationship with Lancashire County Council

21. Lancashire County Council, as accountable body to the LEP, shall provide programme management, economic development, financial, administrative and legal support to the Growth Deal Management Board.
22. The Growth Deal Management Board will be supported by consultants appointed to advise on the implementation of the Growth Deal Monitoring and Evaluation Framework.

22. Lancashire County Council shall maintain an official record of the Growth Deal Management Board proceedings and a library of all formal Growth Deal Management Board documents.

Publication of Papers

23. The agendas and papers of the Growth Deal Management Board will be published on the LEP's website in accordance with the LEP's Assurance Framework.

Timetable for Growth Deal Management Board Meetings

Quarterly monitoring period ends	30-Jun-15	30-Sep-15	31-Dec-15	31-Mar-16
Claims due in by	15-Jul-15	15-Oct-15	15-Jan-16	15-Apr-16
Claims cleared for payment	31-Jul-15	31-Oct-15	31-Jan-16	30-Apr-16
Monitoring and Evaluation Sub Group (wc)	17-Aug-15	15-Nov-15	15-Feb-16	15-May-16
Reports collated for GDMB	24-Aug-15	22-Nov-15	22-Feb-16	22-May-16
Growth Deal Management Board Meetings				
Monitoring meetings (wc)	07-Sep-15	07-Dec-15	07-Mar-16	06-Jun-16
Meetings for change requests / AOB (wc)		19-Oct-15	18-Jan-16	11-Apr-16



LEP – Sub Committee

Growth Deal Management Board

Private and Confidential: No

Wednesday 8 July 2015

Central Government Growth Deal Reporting Requirements

Appendix "A" refers

Report Author: Alison Moore, Programme Office, Lancashire County Council,
01772 538887, Growthdeal@lancashire.gov.uk

Executive Summary

The purpose of this report is to:-

1. Outline government reporting requirements in respect to Growth Deal.
2. Provide information regarding the proposed management information system (LOGASnet) to be utilised for quarterly reporting.
3. Confirm the content of the first quarterly report, submitted on 29th June 2015.

Recommendation

The Committee is invited to receive, consider and note the report.

Background and Advice

There is a requirement upon Lancashire Enterprise Partnership (LEP) to submit monitoring information in respect to the Growth Deal Programme.

Government reporting requirements in respect to Growth Deal have been confirmed to be on the following basis:

There is a requirement for **Monthly Meetings** to take place with the allocated Business Relationship Manager, Mick Allen, Department of Business Innovation and Skills (BIS).

This meeting will provide an opportunity to share qualitative updates, review progress prior to any formal reporting and consider early warnings of any issues or challenges that need to be resolved.



Quarterly Meetings, focused on the non- local grant fund related actions set out within the Renewal of Blackpool section the Implementation Plan, will take place.

The working expectation is that the attendees for this meeting will include representatives from The Department for Business, Innovation & Skills (BIS), Home and Communities Agency (HCA), Blackpool Council and Lancashire County Council.

A metric reporting return is required to be undertaken on a quarterly basis to government.

LOGASnet

Metric reporting will be undertaken via LOGASnet, a management information system that is being developed by Cities and Local Growth Unit in conjunction with The Department for Communities and Local Government (DCLG) IT systems team. It is anticipated that this will eventually be rolled out for reporting in respect to City Deal and Enterprise Zones. Lancashire Enterprise Partnership has agreed to participate in the 'proof of concept' testing phase for this system.

The first quarterly reporting via this mechanism is not due to be undertaken until September 2015.

The current working expectation is that completing returns via LOGASnet will fall within the remit of LCC Programme Office.

Quarter One Reporting

As LOGASnet is not available, Central Government has not required completion of full quarter one return.

BIS requested that a return, covering a series of aspects, be submitted no later than 30 June 2015. A copy of the completed return is set out at Appendix A to this report.



Lancashire Growth Deal - Quarter 1 2015/16 Trajectory Information

1. Growth Deal funding profile											
	2015/16					2016/17	2017/18	2018/19	2019/20	2020/21	Total
	Q1	Q1 Actual	Q2	Q3	Q4						
Competitive LGF (£m)		£0.270									
Private Sector funding (£m)		£0.119									
Other funding (£m)											
Total (£m)		£0.389									

Comment

All Growth Deal project sponsors have been asked to confirm that Year 1 (by quarter) and future year spend profiles, as currently profiled, are correct. Project sponsors have been given an opportunity to request a re-profiling (with in Year 1) and the Growth Deal Management Board (a formal committee of the LEP) will consider the impact of any requested profiling at its meeting on 8 July 2015.

2. Number of projects where works started on site, or assistance provided to firms or individuals in Q1

Comment

The LEP Board has formally approved 12 of its 30 Growth Deal prioritised schemes:

- Runshaw College - Science & Engineering
- Nelson & Colne College - Advanced Engineering & Manufacturing Innovation Centre
- Blackpool & the Fylde College - Lancashire Energy HQ
- Blackpool and the Fylde College M&E Bispham Campus
- Blackpool & the Fylde College, Nautical College – Maritime Engineering Facility
- Fleetwood Fire Training Centre Phase 2
- Training 2000 - Additional Engineering Training Capability
- Myerscough College - Farm, Innovation Technology Centre
- Blackburn-Bolton Rail Corridor
- Centenary Way Viaduct Maintenance
- Blackpool Bridges
- East Lancashire Strategic Cycle Network

Of these approved schemes the following are on site:

- Runshaw College - Science & Engineering
- Nelson & Colne College - Advanced Engineering & Manufacturing Innovation Centre
- Blackburn-Bolton Rail Corridor
- Centenary Way Viaduct Maintenance

In addition a further project: Preston City Centre Improvements has started on site (at the project sponsors risk) prior to final LEP approval.

3. Number of projects where works on site, or assistance to firms or individuals, are completed in Q1

Comment

No projects are due for completion in Q1.

4. LEP Key Milestones – 2015/16

Milestone 1	Date achieved by	Comment
Blackburn to Bolton Rail Corridor Introduction of service (backstop date)	December 2017	
Milestone 2	To be achieved by	Comment
Burnley - Pendle Growth Corridor Start of construction	Q2 2015/16	
Milestone 3	To be achieved by	Comment
Preston City Centre to Bus Station improvements Full approval	December 2015	
Milestone 4	To be achieved by	Comment
Preston Western Distributer Start of construction	Q4 2017/18	
Milestone 5	To be achieved by	Comment
Blackpool Heritage Based Visitor Attraction Attraction open	June 2018	
Milestone 6	To be achieved by	Comment
Blackpool - Fleetwood Tram way extension LEP Full Approval	April 2017	
Milestone 7	To be achieved by	Comment
Redevelopment of Brierfield Mill (Northlight) Hotel construction complete	September 2017	
Milestone 8	To be achieved by	Comment
The Engineering and Innovation Centre – UCLan New facility fully open	January 2018	
To be provided in September 2015		

5. Growth Deal output trajectories

	2015/16				2016/17	2017/18	2018/19	2019/20	2020/21	Total
	Q1	Q2	Q3	Q4						
Jobs (FTEs)										
Housing Units (Starts)										
Housing Units (Completed)										
Commercial Floor space (sq m)										
Leverage - in kin										

d sources (£000)										
Roads										
Land / Property										
Business Support										
Skills										
Comment										

6. General Comments

The LEP has approved the establishment of the Growth Deal Management Board (GDMB), a formal Committee of the main LEP Board. The Board will hold an inaugural meeting on 8 July 2015 and will determine, amongst other issues, a schedule of future meetings.

The LEP has approved a budget of £100,000 for its Monitoring and Evaluation Framework, and an Invitation to Tender for this work is currently being prepared, with consultants expected to be appointed by September 2015.

The Growth Deal Implementation Plan, submitted to HMG in April 2015, is being updated into alive monitoring reporting document, to be used by the GDMB and HMG as a tool to benchmark performance and progress.

The LEP has agreed to participate in the testing of the LOGASnet Information Management System.

The accountable body are preparing and agreeing local growth funding agreements which all project applicants will need to sign prior to draw down of LGF resources.

Negotiations are ongoing regarding the viability of the M55 St Annes Link road as a LGF scheme.

Date of Completion: 29 June 2015

Contact: Alison Moore, Programme Office, Lancashire County Council
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Agenda Item 12

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