

## **Lancashire Enterprise Partnership Limited Board**

### **Minutes of the Meeting held on Tuesday, 30th January, 2018 at 4.30 pm at the Committee Room 'D' (The Henry Bolingbroke Room) - County Hall, Preston**

#### **Present**

Edwin Booth (Chairman)

Mike Blackburn	Dennis Mendoros
Councillor Simon Blackburn	Mick Gornall
Jim Carter	Councillor Peter Mullineaux
Graham Cowley	Mark Rawstron
Ann Dean	Councillor Phil Riley
County Councillor Geoff Driver CBE	Professor Mark Smith
Liam Finnigan	David Taylor
Dave Holmes	Councillor Mark Townsend

#### **In Attendance**

Jo Ainsworth, Specialist Advisor Finance, Lancashire County Council  
Harry Catherall, Chief Executive, Blackburn with Darwen Borough Council  
Ruth Connor, Chief Executive, Marketing Lancashire  
Paul Evans, Department for Business, Energy and Industrial Strategy  
Andrew Good, Head of Service Financial Management, Lancashire County Council  
Neil Jack, Chief Executive, Blackpool Council  
Martin Kelly, Director of Economic Development and Planning, Lancashire County Council  
Heather McManus, Chief Executive, South Ribble Borough Council  
Andy Milroy, Senior Democratic Services Officer, Lancashire County Council  
Kathryn Molloy, Head of Service LEP Coordination, Lancashire County Council  
Angie Ridgwell, Chief Executive and Section 151 Officer, Lancashire County Council  
Laura Sales, Company Secretary  
Andy Walker, Head of Service - Business Growth, Lancashire County Council  
Robert Webb, High Sheriff of Lancashire

#### **1. Welcome and Apologies for Absence**

The Chairman, Edwin Booth, welcomed all to the meeting. There were no apologies for absence.

#### **2. Minutes of the meeting held on 7th November 2017**

**Resolved:** That the minutes of the Board meeting held on 7<sup>th</sup> November 2017 be approved as an accurate record and signed by the Chairman.

### **3. Matters Arising**

None

### **4. Declaration of Interests**

Councillor Phil Riley made a declaration of interest in relation to Item 10 – Growth Deal Funding Approvals, specifically the Darwen East Development Corridor. Councillor Riley declared he is the Executive Member for Regeneration at Blackburn with Darwen Borough Council, a key scheme promoter. Therefore Councillor Riley did not take part in the decision making process for this item.

### **5. Development of a Lancashire Innovation Plan**

Andy Walker, Head of Service – Business Growth, Lancashire County Council introduced a report (circulated) regarding the development of a Lancashire Innovation Plan.

Andy introduced Simon Pringle, SDG Economic Development, who gave a presentation on the study undertaken regarding the Innovation Plan.

It was highlighted that there were three objectives to the study:

- To help create a more competitive, dynamic and larger ‘innovation economy’ in Lancashire.
- To provide an evidence-based Innovation Plan with clear objectives and priorities for action.
- Getting Lancashire on to the ‘front foot’ regarding its innovation ‘play’.

Following the presentation, four key outputs were identified:

- A robust and refreshed Evidence Base for innovation in Lancashire.
- A new Innovation Asset List.
- A new Strategic Framework and Action Agenda – ‘The Plan’.
- Inclusive and enthusing ‘process’ to start to build expectations.

**Resolved:** The LEP Board

- (i) Received the presentation on the conclusions of the draft Lancashire Innovation Plan.
- (ii) Approved the draft Lancashire Innovation Plan as presented, and
- (iii) Approved the establishment of new innovation governance arrangements, as part of the refresh of the LEP's Assurance Framework, to be presented to the next Board meeting in April 2018.

## **6. Skills & Employment - Informed Approach: Technical Education Vision & Skills Advisory Panels**

Dr Michele Lawty-Jones, Director of the Lancashire Skills and Employment Hub and Simon Pringle presented a report (circulated) containing the Technical Education Vision for comment and feedback.

Michele highlighted the key sections of the draft Technical Education Vision as follows:

- Grow the productivity of Lancashire's workers and businesses.
- Anticipate and respond to market and technology change, with provision driven by employer demand.
- Education and experiences at primary level and support individuals through their working lives.
- Work to ensure providers and employers collaborate on the design and delivery of education and training.
- Provide a co-ordinated and joined up offer, through collective planning and management.

LEP Directors provided feedback stating that it is a highly complex area and it is important to have a strong implementation plan. The Vision should incorporate greater skills for older people as people are working longer in different ways. It is also important to utilise the Enterprise Advisor Network and look at different skills sets.

**Resolved:** The LEP Board

- (i) Considered the Technical Education Vision, gave feedback and agreed to support the proposed vision and the key ambitions; and
- (ii) Welcomed the development of the SAPs and the involvement of Lancashire in the development of the approach with Government.

## **7. LEP Governance and Committees Decisions Report**

Andy Milroy, Senior Democratic Services Officer, Lancashire County Council, presented a report (circulated) which provided an update on LEP Governance and recent LEP Committee meetings.

It was highlighted that the Executive Committee had taken three decisions relating to the Growing Places Investment Fund, Blackpool Tramway Extension and LEP Staffing Posts.

In relation to the Staffing Posts it was noted that the Executive Committee had approved the recruitment of a Commercial Business Support Manager, a Economic Policy and Communications Manager in line with the Accountable Body's selection and recruitment processes. Plus the appointment of a Senior

Project Manager for Technical Education on a two-year fixed term basis.

In addition the companies dormant accounts were presented for approval.

**Resolved:** The LEP Board

- (i) Noted the updated provided in relation to the Committees of the LEP; and
- (ii) Approved the accounts and financial statements for the period ending September 2017 as set out at Appendices 'A' and 'B'.

## **8. Annual Conversation**

Martin Kelly, Director of Economic Development and Planning, Lancashire County Council, provided an oral update on the recent LEP Annual Conversation.

It was reported that this was the fourth Annual Conversation in the current cycle. The LEP was represented by Edwin Booth, Graham Cowley, Richard Evans and LEP Officers. The conversation centred around the Nation LEP review undertaken by Government and business submissions. It was reported that the conversation forms part of the overall process of the LEP and feeds into the moderation / review process Government is undertaking of all LEPs.

There wasn't a steer provided on what Government's view is of the LEP but there were no unexpected questions and it is hoped that given previous excellent performance of the LEP that Government's views remain the same as previous Annual Conversations.

**Resolved:** The LEP Board noted the updated provided on the recent LEP Annual Conversation with Government.

## **9. Local Enterprise Partnership - Governance and Transparency - Draft Best Practice Guidance**

Andy Milroy presented a report (circulated) regarding Local Enterprise Partnership Governance and Transparency in light of new Government Best Practice Guidance.

It was highlighted that since production of the report the Draft Best Practice Guidance had been finalised. There was only one change in the final document – the removal of references to the Freedom of Information Act 2000 in relation to confidentiality procedures – replacing it with Local Government Act 1972 references.

It was confirmed that following that at the last LEP Board meeting a report was received regarding the Government commissioned Ney Review on LEP Governance which confirmed that the Lancashire LEP's Assurance Framework was fully compliant and in most cases exceeded the governance and financial

assurance requirements of the Ney Review.

In January 2018 Government issued a further report on Best Practice for LEP governance and transparency with all LEPs to confirm compliance by 28<sup>th</sup> February 2018.

Following a review of the new Best Practice Guidance a number of policy documents have been produced to further enhance LEP Governance and ensure that the Lancashire LEP continues to match or exceed Government requirements.

**Resolved:** The LEP Board

The Board is asked:

- (i) Noted that the LEP's Assurance Framework continues to comply with Government's new Best Practice Guidance.
- (ii) That in light of new Best Practice Guidance, approved that the Annual Assurance Framework Refresh, which usually takes place in June each year, be brought forward with an updated Assurance Framework presented to the 24<sup>th</sup> April 2018 LEP Board meeting for approval alongside a presentation of the LEP's new website.
- (iii) Approved the updated Complaints, Whistleblowing, Code of Conduct and Register of Interest Policies (Appendices 'B' to 'E') for inclusion in the existing Assurance Framework and for publication on the LEP website, in accordance with Government requirements, by the deadline of 28<sup>th</sup> February 2018.
- (iv) Approved the additional LEP Director and Committee Member Protocol containing a further detailed explanation of "The Nolan Principles" of public life (Appendix 'F') be added to the existing Assurance Framework.
- (v) Noted that the enhanced Register of Members Interests will be updated, re-published on the LEP website, and maintained in accordance with the new Best Practice Guidance; and
- (vi) Requested that the Section 151 Officer of the LEP's accountable body review and confirm to Government that the LEP is fully compliant with all current Guidance and requirements, by the deadline of 28<sup>th</sup> February 2018.

## **10. Growth Deal Funding Approvals**

Kathryn Molloy, Head of LEP Co-ordination, Lancashire County Council, presented a report (circulated) which contained Growth Deal Funding projects for LEP Board approval.

**Resolved:** The LEP Board

- (i) Noted the contents of the report and overall update provided on the Growth Deal Projects.
- (ii) Approved a Growth Deal Funding allocation of up to £2.5000m to the Darwen East Development Corridor project.
- (iii) Granted Conditional Approval to the Preston Western Distributor project.
- (iv) Approved addition funding of £2.200m from within Lancashire's Growth Deal programme to the Advanced Manufacturing Research Centre NW project, and
- (v) Noted the updated provided on progress of the Health Innovation Campus project.

**11. Update Report - Proposed Development of a Lancashire Urban Development Fund (UDF)**

Kathryn Molloy presented a report (circulated) regarding the Proposed Development of a Lancashire Urban Development Fund (UDF).

It was highlighted that the report provided the LEP Board with an update on progress made since the last Board meeting towards establishing the UDF for Lancashire using the provisional £10m - £15m European Structural and Investment Fund (ESIF) allocation that is currently earmarked for Joint European Support for Sustainable Investment in City Areas (JESSICA).

**Resolved:** The LEP Board

- (i) Noted the contents of the report; and
- (ii) Approved County Council and LEP officers continue to develop a full application for the establishment of a Lancashire UDF which will be considered by the Board at its next Board meeting on 24<sup>th</sup> April 2018.

**12. Preston Railway Station**

Martin Kelly presented a report (circulated) regarding Preston Railway Station seeking approval from the LEP Board to commission consultants to undertake a study to examine and quantify the wider economic growth and productivity benefits that Preston Rail Station's transformation could deliver, including forecasts of future passenger demand.

**Resolved:** The LEP Board

- (i) Approved to the commissioning of consultants to undertake the study as set out in the report; and
- (ii) Approved an allocation of up to £50,000 for the study from the LEP's 2017/18 Operational Budget.

**13. Strategic Marketing and Communications Activity**

Ruth Connor, Chief Executive, Marketing Lancashire presented a report (circulated) on recent LEP Strategic Marketing and Communications Activity.

The Chairman of the LEP stated that Ruth was leaving her role as Chief Executive of Marketing Lancashire to take up a new role at the University of Central Lancashire. The Chairman and the Board formally thanked Ruth for all her work regarding LEP Marketing.

**Resolved:** The LEP Board noted the updates as set out in the report regarding the LEP Strategic Marketing and Communications Activity.

**14. Any Other Business**

None

**15. Date of Next Meeting**

It was noted that the next LEP Board meeting was scheduled to be held on Tuesday 24<sup>th</sup> April 2018 at 4.30pm in Committee Room 'D' – The Henry Bolingbroke Room, County Hall, Preston.

**Part II (Private and Confidential)**

*At this point the LEP Board approved that the meeting move into Part II, Private and Confidential, to consider the remaining three reports as they contained information provided in confidence as defined in the Freedom of Information Act 2000. It was considered that in all the circumstances of the case the public interest in maintaining the exemption outweighed the public interest in disclosing the information.*

**16. Blackpool Airport Enterprise Zone – Masterplan Progress Report**

Nick Gerrard and Rob Green, Blackpool Council / Blackpool, Fylde and Wyre Economic Development Company, presented a report and provided a presentation, in Part II, Private and Confidential regarding Blackpool Airport Enterprise Zone Masterplan and progress made on its development.

**Resolved:** The LEP Board agreed to delegate approval of the Final Masterplan, Delivery and Implementation Plan and Marketing Strategy for Blackpool Airport Enterprise Zone to the LEP's Enterprise Zone Governance Committee to enable its timely submission to the Ministry of Housing, Communities and Local Government.

**17. Hillhouse Technology Enterprise Zone – Masterplan Progress Report**

Nick Gerrard and Rob Green, presented a report and provided a presentation, in Part II, Private and Confidential regarding Hillhouse Enterprise Zone Masterplan and progress made on its development.

**Resolved:** The LEP Board agreed to delegate approval of the Final Masterplan, Delivery and Implementation Plan and Marketing Strategy for Hillhouse Enterprise Zone to the LEP's Enterprise Zone Governance Committee to enable its timely submission to the Ministry of Housing, Communities and Local Government.

**18. Operational Budget 2017/18 Update and Draft Operational Budget for 2018/19**

Kathryn Molloy presented a report (circulated) in Part II, Private and Confidential, regarding the LEP Operation Budget for 2017/18 and the Draft Operational Budget for 2018 / 19.

**Resolved:** The LEP Board

- (i) Noted the contents of the report including the spend to date and forecast spend for the LEP's 2017/18 Operational Budget.
- (ii) Considered and approved the proposed draft LEP Operational Budget for 2018/19.
- (iii) Authorised the LEP Performance Committee to consider the outturn position of the LEP's Operational Budget for 2017/18 and the preparation of the final version of the LEP's Operational Budget for 2018/19 at its next meeting in March 2018.
- (iv) Noted that, at the next Board meeting in April 2018, the final outturn position of the 2017/18 LEP Operational Budget and Annual Statement of Accounts will be presented for final approval.
- (v) Noted that at the next Board meeting in April 2018 the Board will receive the LEP's Operational Budget for 2018 / 19 in final form; and
- (vi) Noted the balance statement of the LEP's Growing Places Investment Fund.