

Lancashire Enterprise Partnership Limited Board

Minutes of the Special Board Meeting held on Wednesday, 12th December, 2018 at 4.30 pm at the Committee Room 'D' (The Henry Bolingbroke Room) - County Hall, Preston

Present

Edwin Booth (Chairman)

Jim Carter	Mick Gornall
Graham Cowley	Mark Rawstron
Ann Dean	Councillor Phil Riley
County Councillor Geoff Driver CBE	Professor Mark Smith
Councillor Ken Hind	David Taylor
Dave Holmes	Councillor Mark Townsend
Dennis Mendoros	Claire Whelan

In Attendance

Paul Evans, Assistant Director, Area Lead, Department for Business, Energy and Industrial Strategy

Andrew Good, Head of Service Financial Management, Lancashire County Council

County Councillor Michael Green, Lancashire County Council

Nicola Hopkins, Director of Economic Development and Planning, Ribble Valley Borough Council

Councillor Fred Jackson, Blackpool Council

Martin Kelly, Director of Economic Development, Lancashire County Council

Andy Milroy, Senior Democratic Services Officer, Lancashire County Council

Kathryn Molloy, Head of Service LEP Coordination, Lancashire County Council

Katherine O'Connor, Senior Policy Manager, Deputy Area Lead, Department for Business, Energy and Industrial Strategy

Angie Ridgwell, Section 151 Officer, Chief Executive and Director of Resources, Lancashire County Council

Laura Sales, Company Secretary and Director of Corporate Services, Lancashire County Council

Alison Schmid, Service Lead - Strategy and Funding, Blackburn with Darwen Borough Council

Councillor Rupert Swarbrick, Ribble Valley Borough Council

Stephen Young, Executive Director of Growth, Environment, Transport and Community Services, Lancashire County Council

1. Welcome and Apologies for Absence

The Chairman, Edwin Booth, welcomed all to the meeting. Apologies for absence were noted from Directors Liam Finnigan, Mike Blackburn and Councillor Simon Blackburn. It was agreed that Councillor Fred Jackson could attend as an Observer on behalf of Councillor Simon Blackburn. In addition it was noted that Lydia Williamson, Constituency Assistant for the Office of Graham

Jones MP was attending for the public section of the meeting.

2. Minutes of the meeting held on 6th November 2018

Resolved: That the minutes of the Board meeting held on 6th November 2018 be approved as an accurate record and duly signed by the Chairman.

3. Matters Arising

Andy Milroy, Senior Democratic Services Officer, Lancashire County Council updated the Board on a Governance item reported to the 6th November 2018 Board meeting and confirmed that all Registers of Interest for both Directors and Committee Members had been completed with the Lancashire Enterprise Partnership website updated accordingly.

4. Declarations of Interest

None

5. LEP Chair Job Description and Person Specification - Result of Public Consultation

Graham Cowley, Lancashire Enterprise Partnership Director and Temporary Transition Director, presented a report (circulated) which provided the Board with an update on progress made with regard to the appointment of a new Board Chairman.

It was highlighted that the report presented feedback on the consultation held regarding the new Chairman's Job Description and Person Specification for the role and proposed consequent revisions to produce the final draft for use in the recruitment process.

It was also highlighted that following the resignation of the current Chairman with effect from 31st December 2018 that the Board would have 18 Directors, leaving two vacancies in order to reach the maximum number of 20 Directors recommended by Government Guidance. It was reported that the recruitment process was underway for two additional Directors, following advertisement and shortlisting, candidates will be interviewed in January 2019 with a view to making appointments thereafter.

The Board discussed the potential time commitment for any new Chairman and also the possibility of the post being remunerated in order to attract the highest possible calibre of applicants.

Resolved: The Lancashire Enterprise Partnership Board

- (i) Noted the consultation feedback as presented at Appendix 1 to the report and the recommended revisions to the draft LEP Chairman's Job Description and Person Specification.
- (ii) Approved the Job Description and Person Specification documents set out at Appendix 2 to the report for use in the Chairman's recruitment process, subject to further advice from the LEP's external recruitment consultants.
- (iii) Noted the progress made with commissioning the Chairman's recruitment support and the process to appoint two new LEP Directors; and
- (iv) Agreed that the Transition Director can seek advice from the external recruitment consultants and the LEP Network with regard to the Chairman's time commitment and remuneration in accordance with the LEP Board supporting the principle that the Chairman's role will need to be remunerated.

6. LEP Corporate Model; Update on Company Articles and Assurance Framework

Graham Cowley presented a report (circulated) which provided the Board with an update on progress made on the new Lancashire Enterprise Partnership Corporate Model, and update on the Company's Articles of Association and the Assurance Framework.

It was highlighted that the report summarised a number of options under consideration for the future of the Corporate Model and associated issues for consideration in the relevant corporate constitutional documents and the Assurance Framework.

Board Members commented that they supported the principles of the recommendations but noted the need to consult on the proposals with other bodies and also ensure appropriate legal advice is provided in relation to the accountable body status in any proposed new corporate model and that funding within the new model would need to be agreed.

Resolved: The Lancashire Enterprise Partnership Board

- (i) Noted the options of Company Limited by Guarantee and Company Limited by Shares under consideration with legal advisors (in the context of other possible available corporate forms) and authorised the Transition Director to develop those options, with an initial preference for Company Limited by Guarantee with a view to a decision being taken at the next LEP Board meeting; and
- (ii) Noted the key issues under consideration in developing constitutional documents and the Assurance Framework and authorised the Transition Director to progress development of those documents in accordance with the principles listed in the report.

7. Any Other Business

Annual Government Performance Review

Kathryn Molloy, Head of LEP Coordination, provided the Board with an update on the Annual Government Performance Review meeting that had taken place on Monday 10th December 2018. It was reported that in terms of the Growth Deal Programme, Strategic Overview and Governance that the Lancashire Enterprise Partnership had a "good" rating in all areas.

It was reported that there were two action points to pick up on from the Annual Review meeting, the first point was to evidence that the LEP has cross boundary relationships. It was reported that the Assurance Framework required a small change to incorporate a paragraph regarding cross boundary relationships.

In addition, the second action point was that the Lancashire Enterprise Partnership is required to identify an SME Champion due to a vacancy.

Following a discussion, LEP Director Dennis Mendoros agreed to formally be the SME Champion of the Board on an interim basis until a new permanent SME Champion is identified through the recruitment process to appoint two new LEP Directors.

Resolved: The Lancashire Enterprise Partnership Board agreed to delegate authority to the Head of LEP Coordination to make the necessary changes to the Assurance Framework to incorporate cross boundary relationships, and approved the appointment of Dennis Mendoros as the Board's SME Champion.

The Outgoing Chairman, Edwin Booth

County Councillor Geoff Driver raised an additional item of Any Other Business, following notification from the Chairman of the Board that he wished to step down with effect from 31st December 2018, County Councillor Driver formally thanked the outgoing Chairman, Edwin Booth, for his seven years of service as the Chairman which the Board unanimously endorsed.

Update from the new Interim Chairman, David Taylor

The Board noted that David Taylor will become the Interim Chairman of the Board with effect from 1st January 2019.

David provided the Board with an update from the Northern Powerhouse 11 (NP11). It was reported that NP11 was a collaboration of all the LEP's in the North of England and that Lancashire MP Jake Berry has a desire to make the Northern LEP's more cohesive. NP11 is currently going through a process to consider if it should have a Secretariat function and key members of staff. It was noted that further updates from NP11 will be provided as the body develops.

In addition, it was suggested by the Interim Chairman, that at the next Board meeting an update presentation be given on the Enterprise Zone's and progress made to date.

Resolved: The Lancashire Enterprise Partnership Board noted the update from NP11 and requested that LEP Officer provide a presentation on Enterprise Zone's progress to the next Board meeting.

8. Date of Next Meeting

It was noted that the date of the next Board meeting currently scheduled for 22nd January 2019 would be best being moved as the LEP Transition Director is unavailable on this date. It was agreed to explore the option of moving the meeting to early February 2019 with the Company Secretary requested to circulate an alternative date after the meeting.

9. Exclusion of the Press and Public

At this point the LEP Board approved that the meeting move into Part II, Private and Confidential, to consider the remaining report and presentations as they contained information defined as confidential or exempt in accordance with the relevant paragraph of Part I to schedule 12A to the Local Government Act 1972 as set out in each report or presentation. 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.

Lydia Williamson and Councillor Fred Jackson left the meeting at this point.

The LEP Board agreed that Councillors and Officers from Local Authorities, bound by their own Code of Conduct and confidentiality, could remain for the Part II section of the meeting.

10. Establishment of LEP Independent Secretariat

Graham Cowley presented a private and confidential report (circulated) regarding the establishment of the LEP's Independent Secretariat.

Board Members provided feedback to the Transition Director on the proposals set out.

Resolved: The Lancashire Enterprise Partnership Board

- (i) Approved the proposed LEP functions, attached at Appendix 1 to the report.
- (ii) Noted the outline costings arising from the proposed LEP functions to be either directly delivered or commissioned.

- (iii) Authorised the Transition Director and Senior LEP Staff to develop a draft Business Plan for the LEP for the 2019/20.
- (iv) Noted the preferred HR processes and timeline of approvals required in relation to the proposals with regard to proposed implementation by April 2019.
- (v) Noted the Service Level Agreements required to secure the necessary support services, authorising the Transition Director to develop relevant Service Level Agreements with a view to obtaining further Board approval to enter into the necessary arrangements prior to April 2019.
- (vi) Noted the outline governance proposals and authorised the Transition Director to develop more detailed draft Terms of Reference, in consultation with individual LEP Directors, for each proposed Board / Committee.
- (vii) Agreed the proposed criteria for assessing future accommodation options, with a further report requested to the next LEP Board meeting regarding proposed options.
- (viii) Considered and agreed to the suggestion that future Board meetings be arranged at public and private sector officers around Lancashire.
- (ix) Considered and approved the LEP's draft Annual Report for 2017/18 as attached at Appendix 3 to the report; and
- (x) Authorised the Transition Director, in consultation with the LEP's appointed legal and financial advisors and the county council, to continue to develop draft Articles of Association and a revised Assurance Framework which reflect the outline recommendations contained in the report.

11. Preston, South Ribble and Lancashire City Deal Update

Jim Carter, Chairman of the Preston, South Ribble and Lancashire City Deal Executive (and Stewardship Board Member) provided the LEP Board with a private and confidential update on the Preston, South Ribble and Lancashire City Deal.

Resolved: The Lancashire Enterprise Partnership Board noted the update and provided feedback to the Chairman of the City Deal Executive.

12. Eden Project Update

The Chairman, Edwin Booth, provided a private and confidential update regarding the Eden Project in Lancashire. With it reported that a full report on this project would be submitted to the next Board meeting for consideration.

Resolved: The Lancashire Enterprise Partnership Board noted the updated provided and that a full report will be submitted to the next Board meeting for consideration.