

Private and Confidential

LEP - Performance Committee

Minutes of the Meeting held on Thursday 1st June 2017 at 10.30am at the Room D06, 3rd floor, County Hall, Preston, PR1 8XJ

Present

Edwin Booth
Graham Cowley
Peter Rankin
David Taylor

In Attendance

Heather Gittins, Company Services, Lancashire County Council
Hamza Ansar, Economic Development, Lancashire County Council
Martin Kelly, Director of Economic Development, Lancashire County Council
Kathryn Molloy, Head of Service LEP Coordination, Lancashire County Council
Laura Sales, Director of Legal & Democratic Services, Lancashire County Council
Holly Tween, Company Services, Lancashire County Council

1. Welcome and Apologies for Absence

Mr Booth welcomed everyone to the meeting.

As Mr Evans had sent his apologies, it was agreed that Mr Booth would take the Chair for this meeting.

Apologies had also been received from Mrs J Ainsworth.

2. Declarations of Interest

No declarations of interest were made in relation to items on the agenda.

3. Minutes of the meeting held on 16 January 2017

Resolved: That the minutes of the meeting held on 16 January 2017 are confirmed as an accurate record and signed by the Chair.

4. Matters Arising

The Committee discussed the actions noted on pages 3 and 4 of the minutes of the meeting held on 16 January.

Resolved: it was agreed that:

1. The information in the report due to be presented to this meeting setting out the variations between tables 2 and 3 would be covered in item 10 of this agenda
2. A workshop be arranged over the summer to discuss income generation
3. Mr Booth, Chair of the LEP Board, pick up discussions after the election with the Lancashire Combined Authority regarding support to the Local Transport Body
4. The yearly report on contributions made to Marketing Lancashire Limited by other public and private sector partners be presented to the next meeting of the Performance Committee

5. LEP Annual Report 2016-17

The Committee considered the first draft of the Annual Report which would be presented to the LEP Board in June for final comment and approval, and made publicly available on the LEP's website.

It was agreed that a summary of finances should be included in the Annual Report, with a corresponding narrative alongside, including information on core funding, the utilisation of funds, VFM, income generation and governance.

Included in the Annual Report would be a foreword capturing progress over the last 12 months and showing where targets have been exceeded, and a 'What's Next' section that shows the strength of the LEP and shows they are moving forward with a clear set of priorities.

It was agreed that, after incorporating the comments received from the Committee, the Annual Report would be sent to Freshfields for editing and design to put the document into the same style format as the LEP's Business Plan and Achievements document. Ms Molloy would circulate the finished document to the Committee before the LEP Board meeting.

Resolved:

1. That, following incorporation of the Committee's comments, Freshfields be engaged to edit and design the final report
2. That Ms Molloy circulate the edited version of the Annual Report to the Performance Committee for final comments
3. That the Annual Report for 2016/17 is presented to the LEP Board on 29 June 2017 for comment and approval
4. That officers be approved to make final changes to the Business Plan based on the comments received from the Performance Committee and that it be presented to the LEP Board on in June for final approval

6. LEP Performance Metrics Infographic Reporting

The Board had previously asked for an infographic dashboard to track the main areas of LEP activity. Mr Walker gave a verbal report on metrics and infographic reporting and tabled two papers, outlining suggested layouts and content for the dashboard incorporating the seven delivery areas of the new Business Plan.

In considering the spreadsheet, the Committee commented that Enterprise Zones would fit under the 'Championing Key Sectors' theme.

It was noted that a suite of key indicators would be developed to run alongside the sub themes in the spreadsheet.

It was suggested that the infographics could be used as part of a performance booklet for the LEP website that could be updated and reported every quarter. The Committee felt that the information could best be used as a prompt to challenge performance and impact, and to allow members to draw conclusions and make recommendations.

Resolved: that the committee note information presented

7. Reporting to Lancashire Enterprise Partnership Board

Resolved: that:

1. The Annual Report for 2016/17 be presented to the LEP Board seeking comment and approval
2. The three-year Business Plan be presented to the LEP Board seeking comment and approval
3. The Operational Budget Outturn Position for 2016/17 be recommended to the LEP Board for approval for inclusion in the LEP's first Annual Report
4. The revised Operational Budget for 2017/18 be recommended to the LEP Board for approval

8. Any Other Business

Concerns had been raised by Local Authorities regarding the proposed powers and constitution of Transport for the North. The committee recommended that this be referred to the Transport for Lancashire Committee meeting taking place on 21 June.

Resolved: that concerns around the proposed Transport for the North constitution and powers are referred to the Transport for Lancashire Committee

9. Date of Next Meeting

The next meeting of the Performance Committee was scheduled for 10.30am on Thursday 14 September 2017 in Room A05, County Hall, Preston.

At this point the Performance Committee approved that the meeting move into Part II, Private and Confidential to consider the remaining item which contained exempt 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.

10. LEP Accounts 2016-17

The Committee received the report setting out the LEP's Operational Budget Outturn Position for 2016/17 and identifying spend on key areas of activity.

It was noted that the Outturn Report for 2016/17 will be made publicly available as part of the publication of the LEP's Annual Report for 2016/17 on the LEP website.

Appendix A showed the outturn position for 2016/17. It was highlighted that the report showed some variations in spend which have occurred in the year. It was noted that the main reasons for the variance in expenditure were staffing and running costs; studies and appraisals; and marketing, as set out in the report.

It was agreed that the Operational Budget Outturn Position for 2016/17 be recommended for approval by the LEP Board at its meeting in June.

The Committee agreed that the underspends in key areas of activity be carried over into the LEP's 2017/18 Operational Budget and a revised Operational Budget for 2017/18 be presented to the LEP Board in June for approval.

Appendix B set out the LEP's potential balance position by 2019/20, which assumed the additional posts approved by the Board in January 2017 are in place for a two year period covering 2017/18 and 2018/19 and that the core funding and match funding are as previously reported.

The Committee recognised that there is a need for the two additional investments posts to assist Lancashire in establishing its inward investment capacity to support the LEP's core activity.

It was noted that there is no activity spend included in 2018/19 onwards, reflecting the potential reduced income position.

The Committee were informed that officers had no concerns regarding the Budget.

Resolved:

1. That the LEP's Operational Budget Outturn Position for 2016/17 as detailed in the report be approved
2. That the 2016/17 Outturn Position be presented to the LEP Board in June, seeking approval for its inclusion in the LEP's first Annual Report which will be published on the Lancashire Enterprise Partnership's website
3. That the recommendations for revisions to the LEP's 2017/18 Operational Budget as a result of variations in spend in 2016/17 be approved by the Committee and recommended to the LEP Board for approval in June

I Young
Company Secretary