

## Lancashire Enterprise Partnership Limited

### Minutes of the Meeting held on Tuesday, 13th December, 2022 at 4.30 pm as a Microsoft Teams Virtual Meeting

#### Present

Debbie Francis OBE (Chair)

Graham Baldwin  
Miranda Barker OBE  
Councillor Alyson Barnes  
Ann Dean MBE DL

Kam Kothia OBE DL  
County Councillor Aidy Riggott  
Alison Robinson

#### In Attendance

Paul Evans, Assistant Director Area Lead, BEIS  
Nick Gerrard, Growth and Prosperity Programme Director, Blackpool Council  
Dr Michele Lawty-Jones, Director of Skills and Employment Partnership  
Hannah Lysons, Democratic Services Officer (Companies), Lancashire County Council  
Andy Milroy, Democratic Services Manager (Companies), Lancashire County Council  
Joanna O'Donnell, Project Manager (Skills Bootcamps)  
Anne-Marie Parkinson, Head of LEP Coordination, LEP  
Angie Ridgwell, Chief Executive and Section 151 Officer, Lancashire County Council  
Sue Roberts, Commercial and Business Support Manager, LEP  
Laura Sales, Director of Corporate Services and Company Secretary, Lancashire County Council  
Andy Walker, Interim LEP Chief Executive

#### 1. Welcome and Apologies for Absence

The Chair welcomed all to the meeting. Apologies for absence were received from Councillor Ivan Taylor, Mark Rawstron and Mick Gornall.

#### 2. Minutes of the meeting held on 13th September 2022

**Resolved:** The minutes of the Board meeting held on 13<sup>th</sup> September 2022 were approved as an accurate record.

#### 3. Matters Arising

The Chair provided an update on the item regarding the expiry of Directors Fixed Terms which was presented to the 13<sup>th</sup> September 2022 Board meeting.

It was proposed and approved that the terms for Directors Ann Dean and Mick Gornall be extended for a further period of up to 2 years in order to provide continuity.

**Resolved:** The Board approved the extension of the term of office for Directors Ann Dean and Mick Gornall for a further period of up to 2 years.

#### 4. **Declarations of Interest**

There were no declarations of interest were made at this point of the meeting.

The Chair requested that on future Board agendas that Board Members current list of declared interest is shared to review on an ongoing basis as well as declare any individual declarations in relation to specific agenda items at each meeting.

**Action Point:** Andy Milroy to include a link to Board Members Registers of Interest on each meeting agenda for review.

#### 5. **Lancashire 2050**

Andy Walker, Acting Chief Executive, Lancashire Enterprise Partnership, presented a report (circulated) on the publication of the Lancashire 2050 framework and how the LEP and partners can influence, focus and drive this programme of work moving forward.

The Lancashire 2050 framework is both bold and strategic, creating a framework so that:

- Lancashire competes better for its share of resources and investment
- Lancashire's public, private and voluntary sectors collaborate better
- Lancashire has a strong and clear voice
- Lancashire has rich, meaningful and strategic dialogue with central government

#### **Comments and questions were as follows:**

Thanks were given to those who attended the Lancashire 2050 launch event an helped to make it a success. As well as this, thanks were given to those involved in the creation of the framework and the effort which had been put in to build a workable and aspirational document which will serve to benefit the county.

**Resolved:** The Lancashire Enterprise Partnership Limited Board noted the report as presented.

#### 6. **Chief Executive's Update and Business Planning 23/24**

Andy Walker presented a report and presentation to the Board which outlined updates on progress within key LEP initiatives.

### **The key points were as follows:**

The mid-year reviews by the Communities and Local Growth Team have given the LEP continued endorsement for its delivery and composition. As well as this there is a requirement to make the 22/23 Business Plan available on the website and this is being actioned

The feasibility study on an Innovation Hub at Samlesbury to complement the National Cyber Force investment has now been completed and a draft final report has been received from Plexal. This will be reviewed by the project steering group in January of 2023 and then it will be brought back to the informal or main LEP meeting in the new year.

LEP Board members have an invitation to the Convention of the North even which is taking place on the 25th January at Manchester Central. Tickets to this event are limited, and capacity issues have been raised, therefore if people wish to attend it is preferred that this is done on a nomination basis. Tickets are secured through a previously circulated self-service link.

With regards to business planning for 2023/24, it was suggested that in order for the Board to focus down activity on a smaller number of priorities, that at the next informal meeting, a face to face workshop be held to determine the business plan and budget for the LEP ahead of the 1st April 2023

It was noted that 3 of 6 sector action plans have been completed and received, and that the recommendations from these action plans are looking into being implemented and the resources needed in order to take these forward. A further update was provided from the Board on the status of the outstanding 3 sector action plans.

### **Comments and questions were as follows:**

It was suggested, with reference to the Plexal report, that this be circulated prior to the report being brought to the next Board meeting so that members can feed in any observations and prepare answers to questions.

**Action Point:** Following review by the project steering group, Andy Walker to circulate the Plexal report to the Board for their consideration prior to the next Formal Board meeting.

It was suggested that an exploration of what is being done in other regions of the UK be conducted in order to understand how the Lancashire LEP can learn from the successes of other LEPs and Council Bodies, with relation to the ongoing sector action plans and the Lancashire 2050 framework.

**Resolved:** The Lancashire Enterprise Partnership Limited Board noted the report as presented, and the subsequent comments and questions which were raised.

## **7. National Skills Fund: Skills Bootcamps**

Dr Michele Lawty-Jones, Director, Lancashire Skills and Employment Hub, and Joanna O'Donnell, Project Manager, Skills Bootcamps, presented a report (circulated) which provided an update on National Skills Fund: Skills Bootcamp and the ongoing progress this financial year, and future plans for the next financial year.

### **The key points were as follows:**

Progress made this financial year:

- 146 learners enrolled on 12 Skills Bootcamp cohorts with another 16 cohorts due to run from January.
- 18 learners have subsequently completed the delivery stage and have been offered guaranteed interviews.
- 2 of those learners have been successful at interview.
- Due to success so far, a further £100,000 has been allocated from the Department for Education which has allowed an opportunity for a further 2 Skills Bootcamps: 15 in Cyber Security and 15 in Digital marketing to begin in January.
- Over 60 employers are aligning themselves with Skills Bootcamps and employer engagement is increasing.
- Quality Assurance visits took place with 4 providers and it was clear that employers were fully engaged with the programme. Introduction of Ofsted to the programme from April 2023 will be a continuation of these Quality Assurance processes.

Proposal for the next financial year:

- Potential providers have submitted pipeline forms which outline details of the programme they wish to undertake.
- These have been collated and submitted to the Department for Education to form the proposal for extending Skills Bootcamps into a wider range of delivery areas for 2023/24.
- Expecting to hear from the Department for Education in January with regards to the grant amount based off the submitted proposal.

### **Comments and questions were as follows:**

It was queried how the LEP Board can help to support this project, and what can be done to market it. It was discussed that providers of the Skills Bootcamps have a great level of social media networking, which is endorsed by the Lancashire Skills and Employment Hub through their own social media channels. It was noted that it is being looked into how to widen the marketing of Skills Bootcamps through different types of media, and that this is something that is ongoing. It was further noted that if there were any ideas from members as to how

better to market Skills Bootcamps so that it reaches the desired audiences, then this should be discussed.

**Resolved:** The Lancashire Enterprise Partnership Limited Board

- (i) Noted the progress in 2022/23 and the additional allocation of funds from the DfE in-year.
- (ii) Considered the opportunities available to secure grant funds for further Skills Bootcamp delivery in Lancashire in 2023/24 and supported the acceptance of grant funds should the application to DfE be successful, with delegation to the Chief Executive and Section 151 Officer to review and agree the grant funding offer and terms and conditions, and give due consideration to any procurement considerations and agree and enter into any legal agreements required to protect the interests of the LEP.
- (iii) Should further grant funds be approved and accepted, supported the extension to contracts for the Project Manager and Project Officer, with delegation to the Chief Executive and Section 151 Officer for approval subject to advice from HR.

## 8. LEP Governance and Committees Report - December 2022

Andy Milroy, Democratic Services Manager (Companies), presented a report (circulated) containing Governance and Committee meeting updates since the last Board meeting held on 13 September 2022, including recommendations for approval by the Board.

### **Comments and questions were as follows:**

Clarification was provided with regard to the reason that the Skills and Employment Advisory Panel had requested to revert back to their previous name of Lancashire Skills and Employment Board. Dr Michele Lawty-Jones confirmed that this change is to do with a shift in the Department for Education's policy in this area and the change was to better align the committee with this policy, and to better represent the work done by that committee.

It was noted that the nominations for the Innovation Board were positive in that they were broad in the areas of business that they represented, and thanks were given to those involved in the recruitment process for their effort.

The Board requested an update on the dormancy status of the company. Andy Walker confirmed that there are ongoing legal and accountancy discussions with regards to this, with it proposed that a report, including the independent advice received, be presented to the next LEP Board meeting scheduled for March 2023.

**Action Point:** Andy Walker to provide a report, including the independent advice received, regarding the dormancy status of the company to the next LEP Board meeting scheduled for March 2023.

**Resolved:** The Lancashire Enterprise Partnership Limited Board

- (i) Noted the updates provided in this report in relation to Governance, urgent decisions taken since the last LEP Board meeting, and the Committees of the Lancashire Enterprise Partnership as they were presented.
- (ii) Approved that the LEP Committee currently called the Skills and Employment Advisory Panel reverts to its previous name the Lancashire Skills and Employment Board.
- (iii) Approved the appointment of Russell McGrath, Rory O'Neill, Rommany Jenkins and Anthony Attard to fill four of the five vacancies on the LEP Innovation Board; and
- (iv) Authorised the Company Secretary (or their representative) in consultation with the Interim LEP Chief Executive Officer to implement any changes to the Lancashire LEP Local Assurance Framework as the above have been approved.

**9. Any Other Business**

Andy Walker confirmed that the standard Programme Report providing updates on the various LEP work areas where will be circulated for information via email to Board Members.

**10. Date of Next Meeting and Programme of Meetings for 2023/24**

**Resolved:** It was noted that the next Informal meeting of the Lancashire Enterprise Partnership board is scheduled to take place on 13 February 2023 as an in-person meeting.

The next Formal meeting of the Lancashire Enterprise Partnership Board is scheduled to take place on 21 March 2023 at 4:30pm. It was discussed that this meeting may take place as a Virtual Meeting.

The Board noted the previously circulated 2023/24 Programme of Meetings which are as follows:

- Tuesday 20th June 2023 – 4:30pm – Virtual meeting on Microsoft Teams
- Tuesday 19th September 2023 – 4:30pm – In person meeting – venue TBC.
- Tuesday 19th December 2023 – 4:30pm – Virtual meeting on Microsoft Teams
- Tuesday 19th March 2024 – 4:30pm – In person meeting – venue TBC.

**11. Exclusion of the Press and Public**

**Resolved:** That the meeting move into Part II, Private and Confidential, to consider the remaining agenda items as they contained information defined as confidential or exempt in accordance with the relevant paragraph in Part I Schedule 12A to the Local Government Act 1972.

It was considered that in all the circumstances, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

**12. Growing Places Report – Updated Fleetwood FRP Ltd - Heads of Terms**

Sue Roberts, Commercial and Business Support Manager, Lancashire Enterprise Partnership, presented a private and confidential report (circulated) on the updated Heads of Terms for Fleetwood FRP Ltd.

**Resolved:** The Lancashire Enterprise Partnership Limited Board considered and approved the recommendations as presented in the report.

**13. Growing Places Report - Holmes Mill Properties Ltd - Heads of Terms**

Sue Roberts presented a private and confidential report (circulated) on the updated Heads of Terms for Holmes Mill Properties Ltd.

**Resolved:** The Lancashire Enterprise Partnership Limited Board considered and approved the recommendations as presented in the report.