



## Appendix 'A': Agenda and Meeting Note Template

### Lancashire LEP Annual Performance Review 2022-23

Date: 14/02/2023

Time: 11.00

Attendees: Andy Walker; Jo Ainsworth; Paul Evans; Mick Allen.

***This template is intended for use with those LEPs on the higher tier APR.***

**Area Leads:** *please note this template can be adapted or reduced as appropriate, to meet the requirements of the planned discussion.*

*This formal record is not intended to be lengthy and can focus on any arising action points, please refer to the technical note for guidance*

1.	Introductions and purpose		
2.	<b>Actions from 2022-23 Mid-Year Review</b> [Inset new rows as appropriate]		
	<b>Action #</b>	<b>Action Point</b>	<b>Date completed</b>
	1	PE to share LEP Integration Plan Template with AW	30/11/2022
	2	AW to provide LEP delivery plan for 2022/23	04/01/2023
	3	PE to investigate potential for accelerated integration of LEP	14/12/2022
			Following discussion with LEP policy team it was agreed that in light of renewed interest in seeking a devolution deal with Lancashire it would be wise to pause any potentially expensive legal work as part of the potential integration of LEP functions into the County Council as part of that deal.
3.	Governance:  a. Summary of adherence to the National Local Growth Assurance Framework across the year, any problems faced, and evidence of efforts made to maintain compliance wherever possible;		

	<ul style="list-style-type: none"> <li>b. Mid-Year Review governance actions, any compliance check issues, and progress;</li> <li>c. Any further challenges faced during this year.</li> </ul>
	<p><b>Agreed Note:</b> <i>(Brief bullet points only)</i></p> <ul style="list-style-type: none"> <li>• Key issue remains company dormancy (see action points re agreement to pause expensive legal work) which Debbie Francis (LEP Chair) is keen to reach a resolution on.</li> <li>• Worst case scenario is removing company structures and becoming advisory board, however this is unlikely and the current company structures give members a degree of protection.</li> <li>• PE and AW to remain in regular contact to monitor situation.</li> </ul>
4.	<p><b>Growth Programme Delivery:</b></p> <ul style="list-style-type: none"> <li>a. Mid-Year Review delivery actions and progress</li> <li>b. A review of any applicable Getting Building Fund and/or residual Local Growth Fund activity, covering spend (F&amp;F) on progress against agreed outputs;</li> <li>c. A review of residual spend to provide clear timing on remaining deadlines; and</li> <li>d. Relevant progress on published Delivery Plan</li> </ul>
	<p><b>Agreed Note:</b> <i>(Brief bullet points only)</i></p> <ul style="list-style-type: none"> <li>• Delivery of growth programmes remains on course with no use of freedoms and flexibilities to achieve delivery.</li> <li>• There may be a need to adjust some projects, but this can be done through the regular change control process.</li> <li>• Noted that current Programme Manager will be leaving role soon. Won't be necessary to replace them at same level of seniority, but programmes will still need managing out.</li> <li>• S151 confirmed no concerns with LEP processes or operation.</li> <li>• PE suggested role for LEP in development and delivery of the successful LUFR2 bid for the Eden Project in Morecambe. The LEP was instrumental in developing the application and there appears to be a role for ongoing support, possibly via a stakeholder working group to support this project into and through delivery.</li> </ul>
5.	<p><b>Strategic Impact and Integration:</b></p> <ul style="list-style-type: none"> <li>a. General strategic action and impacts conducted this year;</li> <li>b. Position and progress on future integration planning to date (including integration plan if produced)</li> </ul>
	<p><b>Agreed Note:</b> <i>(Brief bullet points only)</i></p> <ul style="list-style-type: none"> <li>• LEP has played a key role in the development of the Lancashire 2050 Strategy (launched November 2022)</li> <li>• Informal LEP board yesterday started conversation on business planning for coming year / eighteen months.</li> <li>• Sectoral strategy work has now been delivered with only Food and Farming still to report.</li> <li>• Working with Boost (GH) on single portal for business finance.</li> <li>• Plexil commissioned to work on Innovation hub.</li> <li>• Will play a role in Lancashire Devolution discussions as these develop.</li> <li>• Business planning for National Cyber HQ.</li> </ul>
6.	<p>LEP feedback</p> <p><b>Agreed Note:</b> <i>(Brief bullet points only)</i></p> <ul style="list-style-type: none"> <li>• LEP feels they get appropriate support from CLGU.</li> </ul>

- Reduction of funding isn't great but LEP is in reasonably healthy financial form.
- Would be good to know what can be used as match for core funding (and if it requires match) – can e.g. Growing Places returns or in kind funding be used?

7. AOB

8. Summary of actions arising and next steps

**Agreed Note:** *(Brief bullet points only)*

Key areas are:

- Ongoing monitoring of governance situation, especially as devolution discussions develop, with regard to integration of LEP and structure changes required for this.
- AW and PE to work on Eden stakeholder group with colleagues in Lancaster City Council and Lancashire County Council.
- PE to find out requirements for core funding match.

[Inset new rows as appropriate]

Action #	Action Point	Owner	Proposed Resolution and Deadline
1	PE and AW to remain in regular contact to monitor situation	PE / AW	Ongoing
2	PE to find out about match requirements and conditions for core funding	PE	10/03/2023
3	PE and AW to work on supporting delivery of Eden Project LUF R2 bid.	PE / AW	30/04/2023