

LEP - Performance Committee

Minutes of the Meeting held on Friday, 8th January, 2016 at 10.00 am at the Room A05 - A Floor, County Hall, Preston

Present

Richard Evans

Graham Cowley

Councillor Peter Rankin

In Attendance

Martin Kelly, Director of Economic Development, Lancashire County Council

Andy Milroy, Company Services Officer, Lancashire County Council

Laura Sales, Director Legal, Democratic and Governance, Lancashire County Council

1. Appointment of Chair

The Performance Committee noted the decision of the Lancashire Enterprise Partnership Board to appoint LEP Director, Richard Evans as Chairman of the LEP Performance Committee. Mr Evans assumed the role of Chairman from this point forward.

2. Welcome, Apologies and Introductions

The Chairman welcomed all to the first formal meeting of the LEP Performance Committee, apologies for absence were noted from David Taylor.

3. Declarations of Interest

None

4. LEP Performance Committee - Terms of Reference

Andy Milroy, Company Services Officer, Lancashire County Council presented the Performance Committee Terms of Reference, as approved by the LEP Board in the LEP Assurance Framework for noting.

Resolved: The Performance Committee noted its Terms of Reference.

5. Performance Committee Operational Review

Martin Kelly, Director of Economic Development, Lancashire County Council presented a report (circulated) regarding an Operation Review of the Performance Committee.

Mr Kelly explained that given this was the first formal meeting of the Committee the purpose of the report was for the Committee to consider, within the remit of its Terms of Reference, how it would wish to operate effectively and fulfil its role of monitoring and scrutinising the work of the LEP.

Committee Members debated several options for future meetings and proposed the following:

- That the Key Initiatives / Risk Register tables be regularly updated by Officers and presented to each Performance Committee meeting as a standing item.
- That Officers, in consultation with the Chairs of all other LEP Committees, produce one / two page summaries of the work of each Committee, to be presented to the Performance Committee at each meeting.
- That Chairs of the other LEP Committees be invited, on a rotational basis to the Performance Committee, to discuss performance and any key items.
- The Performance Committee also requested that a Strategic Approach Report be prepared by Officers and presented to the next Performance Committee meeting to be held on 22nd March 2016.
- That the Section 151 Finance Officer be invited to all meetings, with other Officers invited as appropriate depending on report content.
- It was agreed that the Performance Committee submit progress reports to the LEP Board every six months on the work of the Committee.

The Committee then discussed in detail the Risk Register taking each item in turn. It was agreed that at present the key risks identified were appropriate and that monitoring of the Enterprise Zones was important.

It was suggested that Richard Hottersall, Programme Office Manager, Lancashire County Council, be invited to the next meeting of the Performance Committee to present a Monitoring and Evaluation report.

Resolved: The Performance Committee agreed to the suggested format for meetings as set out above, and agreed to recommend to the LEP Board that Chairs of the other LEP Committees be invited on a rotational basis to the Performance Committee to report on progress made.

6. Reporting to Lancashire Enterprise Partnership Board

Resolved: It was agreed that the LEP Board be asked to endorse the suggested approach taken by the Performance Committee to reporting and monitoring, and in particular seek agreement from the LEP Board, that the Chairs of the other LEP Committees be invited on a rotational basis to the Performance Committee to report on progress made.

7. Any Other Business

None

8. Date of Next Meeting

It was noted that the next Performance Committee meeting would be held on 22nd March 2016, 9am, Room A06, County Hall, Preston.

9. Risk Management Register

Part II (Private and Confidential)

Resolved: The Committee discussed the Risk Management Register and agreed that the current identified risks were appropriate and that it be included as a Standing item on future agendas as discussed under the previous Performance Committee Operational Review item.