

## Lancashire Enterprise Partnership Limited

### Minutes of the Meeting held on Tuesday, 23rd June, 2020 at 4.30 pm as a Zoom Virtual Meeting

#### Present

Steve Fogg (Chairman)

Councillor Stephen Atkinson	Amanda Melton
Miranda Barker	Mick Gornall
Councillor Alyson Barnes	Mark Rawstron
Councillor Simon Blackburn	Councillor Phil Riley
Ann Dean	Khalid Saifullah
County Councillor Geoff Driver CBE	David Taylor
County Councillor Michael Green	Claire Whelan
Dave Holmes	

#### In Attendance

Tony Attard OBE DL, Non-Voting Co-opted Board Member  
Kate Shane, Non-Voting Co-opted Board Member  
Andrew Pettinger, Non-Voting Co-opted Board Member  
Phil Green, Director of Growth, Environment and Planning Economic Development, Lancashire County Council  
Sarah Kemp, Chief Executive Officer, Lancashire Enterprise Partnership  
Michele Lawty-Jones, Director of the Lancashire Skills Hub  
Misbah Mahmood, Senior Democratic Services Officer, Lancashire County Council  
Andy Milroy, Senior Democratic Services Officer, Lancashire County Council  
Murryam Anwar, Area Director, Cities and Local Growth Unit, BEIS  
Katherine O'Connor, Senior Policy Manager, Cities and Local Growth Unit, BEIS  
Anne-Marie Parkinson, Programme Manager, Lancashire Enterprise Partnership  
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  
Matt Wright, Lancashire Universities Innovation Manager, Lancashire County Council

#### 1. Welcome and Apologies for Absence

There were no apologies for absence.

#### 2. Minutes of the Board meeting held on 18th December 2019

**Resolved:** The minutes of the Lancashire Enterprise Partnership Board meeting held on 18<sup>th</sup> December 2019 were approved as an accurate record.

**3. Matters Arising**

None

**4. Declarations of Interest**

None

**5. LEP - Programmes Update Report**

Anne-Marie Parkinson, LEP Programme Manager, presented a report (circulated) which provided the Board with an high level updated for each of the LEP programmes including Boost, City Deal, Enterprise Zones, Growing Places, Growth Deal, Lancashire Skills and Employment Hub and Social Value.

**Resolved:** The Lancashire Enterprise Partnership Board

- (i) Noted the updates contained in the report; and
- (ii) Approved of the reporting structure for future reports.

**6. Skills and Employment Advisory Panel - Department for Education Grant Extension 2020/21**

Michele Lawty-Jones, Director of the Lancashire Skills Hub, presented a report (circulated) regarding progress against the government's requirement for local Skills Advisory Panels (SAPs), and the extension of grants into 2020/21.

**Resolved:** The Lancashire Enterprise Partnership Board agreed to accept the £75k grant being offered by the Department for Education, and approved the allied investment in the Skills and Economic Intelligence Officer, to enable the contract for the post to run until 31<sup>st</sup> March 2021.

**7. Establishment of LEP Innovation Board**

Matt Wright, Lancashire Universities Innovation Manager, Lancashire County Council presented a report (circulated) regarding the Establishment of a new LEP Committee – The LEP Innovation Board.

The Board considered a request to identify a Chairman and Deputy Chairman for this new Committee, following a period of debate it was agreed that the LEP Chairman would approach Graham Baldwin, Vice Chancellor, UCLAN to become the Chairman of the LEP Innovation Board with it noted that Mr Baldwin was listed as one of the proposed members of the LEP Innovation Board.

In addition, LEP Director Claire Whelan and LEP Co-opted Board Member Tony Attard both volunteered to become members of the LEP Innovation Board.

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

- (i) Approved that the Innovation Board be established as a LEP Committee with immediate effect.
- (ii) Approved the Terms of Reference and the Membership, with the Company Secretary authorised to make any minor amendments to style and formatting and amend the Assurance Framework to incorporate accordingly.
- (iii) Approved that the LEP Chairman approach Graham Baldwin to become the Chairman of the LEP Innovation Board.
- (iv) Approved that LEP Director Claire Whelan and LEP Co-opted Member Tony Attard be appointed as members of the LEP Innovation Board; and
- (v) Authorised the LEP Chairman and LEP Chief Executive Officer to finalise any alterations to the membership of the LEP Innovation Board as appropriate.

## **8. Governance and Committees Report**

Andy Milroy, Senior Democratic Services Officer, Lancashire County Council presented a report (circulated) which contained LEP Governance updates and updates from all the LEP Committee meetings since the last LEP Board meeting.

A number of Committee Member changes were presented for approval along with the outcome of the LEP Annual Performance Review with Government.

Following a period of debate, it was proposed that in relation to the LEP Assurance Framework, Committee structures and remit that a Task Group (sub committee) be established to review these areas and make recommendations with suggested changes to the September 2020 LEP Board. It was agreed that the membership of the Task Group would consist of both public and private sector representation as follows: Steve Fogg, Miranda Barker, Khalid Saifullah, Amanda Melton, Councillor Alyson Barnes and Andrew Pettinger.

**Resolved:** The Lancashire Enterprise Partnership 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 set out.
- (ii) Approved the membership changes to the LEP Committees as set out in the report and approve the attached updated Assurance Framework

attached at Appendix 'A' as part of its required annual refresh.

- (iii) Authorised the Company Secretary in consultation with the LEP Chief Executive Officer to make the necessary updates to the LEP Assurance Framework in accordance with these decisions; and
- (iv) Approved that a Task Group be established to review the LEP Assurance Framework and LEP Committee structures with a view to reporting back to the September 2020 LEP Board meeting with recommendations.

## **9. Any Other Business**

None

## **10. Date of Next Meeting**

It was noted that the next meeting of the Lancashire Enterprise Partnership Board is scheduled to be held on 30th September 2019 at 4:30pm, provisionally the meeting shall be held as a Zoom Virtual Meeting (subject to further guidance changes).

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

At this point the Lancashire Enterprise Partnership Board approved 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 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.

## **12. Eden Project Presentation**

David Harland, Chief Executive, Eden Project, provided a private and confidential presentation regarding Eden Project North, Morecambe.

**Resolved:** The Lancashire Enterprise Partnership Board welcomed the presentation and expressed its continued support for Eden Project North, Morecambe.

## **13. LEP Operating Budget**

Sarah Kemp, Chief Executive Officer, Lancashire Enterprise Partnership presented a private and confidential report (circulated) which presented the LEP Operating Budget Outturn position for 2019/20 and a draft LEP Budget for

2020/21 for approval.

Following a period of debate it was requested by the LEP Board that LEP Officers undertake a review of the company structures and strategic objectives.

**Resolved:** The Lancashire Enterprise Partnership Board

- (i) Noted the 2019/20 outturn as summarised in this report; and
- (ii) Approved the planned expenditure for 2020/21 as summarised in the report presented, based on the income to be received plus the use of reserves.

#### **14. Expansion of the Lancashire Careers Hub**

Michele Lawty-Jones presented a private and confidential report (circulated) regarding the expansion of the Lancashire Careers Hub.

**Resolved:** The Lancashire Enterprise Partnership Board noted the options submitted to the CEC, and endorsed the roll out of the Careers Hub across the whole of the Lancashire area (Option 3) and the match funding contribution of £25k.

#### **15. Private and Confidential Programme Report - Appendices C, D, E and F**

The Board noted these private and confidential appendices which were part of Item 5.