



Lancashire Enterprise Partnership – Board Meeting

Wednesday, 20th September, 2023 held as a Virtual Meeting in MS Teams, at 4.30 pm

Agenda

Part I (Items Publicly Available)

- 1. Welcome and Apologies for Absence**
- 2. Minutes of the meeting held on 21 June 2023** (Pages 1 - 6)
- 3. Matters Arising**
- 4. Declarations of Interest**
- 5. 23/24 mid-year Business Plan Delivery Update** (Pages 7 - 10)
- 6. LEP Governance and Committees Report - September 2023** (Pages 11 - 14)
- 7. Establishment of a Business Board for Lancashire - Update** (Pages 15 - 18)
- 8. Energy and Low Carbon Implementation Plan**
Verbal Update by Miranda Barker
- 9. Health Sector Plan Update**
Verbal Presentation by Prof StJohn Crean
- 10. Any Other Business**
- 11. Date of Next Meeting**

It is anticipated that the next LEP Board meeting, scheduled for 20th December 2023 at 4:30pm, will be the final LEP Board meeting as it transitions to become a Business Board. As such the meeting will be held in person at County Hall, Preston with a buffet provided to mark the closure of the Lancashire LEP after 13 years of operation.

12. Exclusion of the Press and Public

The Board is asked to consider whether, under Section 100A(4) of the Local Government Act 1972, it considers that the public should be excluded from the meeting during consideration of the following items of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 12A to the Local Government Act 1972 as indicated against the heading to the item.

Part II (Items that are Private and Confidential)

- 13. Grant Funds to the Lancashire Skills and Employment Hub** (Pages 19 - 26)
- 14. Growing Paces Report - PEARL Together Ltd, Spring Mill Earby** (Pages 27 - 32)
- 15. Growing Paces Report - ETC Urban Darwen Heads of Terms** (Pages 33 - 44)



Lancashire Enterprise Partnership Limited

Minutes of the Meeting held on Wednesday 21st June 2023 at 4.30 pm as a Virtual Meeting via Microsoft Teams

Present

Debbie Francis OBE (Chair)

Miranda Barker OBE
Councillor Alyson Barnes
Kam Kothia OBE DL
Councillor Quesir Mahmood
Mick Gornall

Mark Rawstron
County Councillor Aidy Riggott
Alison Robinson
Councillor Mark Smith

In Attendance

Heloise MacAndrew, Director of Law and Governance, Lancashire County Council
Andy Walker, Acting Chief Executive, Lancashire Enterprise Partnership
Hannah Lysons, Democratic Services Officer, Lancashire County Council
Andy Milroy, Democratic Services Manager (Companies), Lancashire County Council
Phil Green, Executive Director of Growth, Environment, Transport and Community Services, Lancashire County Council
Mark Wynn, Executive Director of Resources, Lancashire County Council
Maya Ellis, Senior Project Officer, Lancashire County Council
Martine Winder, Economic Policy and Communications Manager, Lancashire County Council
Sue Roberts, Commercial and Business Support Manager, Lancashire County Council
Dr Michele Lawty-Jones, Director of Skills and Employment Partnership, Lancashire County Council
Paul Evans, Assistant Director Area Lead – Department for Business, Energy and Industrial Strategy

1. Welcome and Apologies for Absence

The Chair welcomed all to the meeting. Councillor Mark Smith was welcomed to his first meeting of the Lancashire Enterprise Partnership Board as the new representative from Blackpool Council.

Apologies were received from LEP Directors Ann Dean and Graham Baldwin.

2. Minutes of the meeting held on 21 March 2023

Resolved: The minutes of the meeting held on 21 March 2023 were approved as an accurate record.

3. Matters Arising

Under Matters Arising Andy Walker, Acting Chief Executive, Lancashire Enterprise Partnership, informed the Board that the £250,000 grant from central Government had been received into LEP accounts earlier in the week and is expected to be the last grant received subject to the ongoing consultation regarding the future of LEPs.

4. Declarations of Interest

No declarations of interest were made at this point of the meeting.

The Chair reminded Board members of the importance of keeping their Register of Interests up to date.

5. LEP Budget and Business Plan 2023/24

Andy Walker presented a report (circulated) which outlined the intended use of the LEP's income and reserves to provide a budget for activity in 2023-24.

It was reported that the proposed figure for spend in 2023/24 after staffing, running and accountable body costs are met is £1.294m, due to the additional interest and income from the Growing Places Fund is now accessible via the Accountable Body Agreement with Lancashire County Council. The budgeted spend level represents an amount which can be deployed by the LEP in the remainder of this financial year, leaving a balance of £1.5m in reserves to support the future integration and closure of the LEP.

Andy Walker outlined the projects that Board members had previously highlighted as being areas for continued investment and established how these projects were being prioritised within the proposed business plan.

The Board were reassured that the budget accounted for flexibility to include new projects should something arise.

Comments and questions were as follows.

The Board were conscious that the established sector groups may begin to feel alienated with the future direction of the LEP and that, further to the planned development of the sector groups in the budget, that it was crucial a message of support was sent out to the individual groups to reassure them of their importance in the future of the LEP.

Further to this, it was also commented the importance that the individual sector groups have a clear point of contact to an individual or organisation in order to further the action points which have been drawn up in their respective strategies in order to make the best use of the planned funding within the proposed budget.

Thanks were expressed to the LEP team for their hard work and dedication in creating the budget and business plan.

Resolved: The Lancashire Enterprise Partnership Board endorsed the budget proposals and business planning priorities as set out in the report.

6. Transfer of LEP Responsibilities to Local Democratic Institutions

Andy Walker presented a report (circulated) which outlined the main functions of LEP activity which need to be transferred to local democratic institutions LEPs are no longer recognised by government after the current financial year.

The activities to be considered for transfer into local democratic institutions included:

- Growth Fund Grants
- Getting Building Fund Grants
- Samlesbury EZ District Agreements
- Growing Places Fund
- Operation of the Business Growth Hub and the Skills Hub and accountability for ongoing grants
- Any residual reserves left at end March 2024.

Board members were generally happy with the drawn up list of activities, however requested that the following also be included:

- Combined City Deal Arrangement
- Wider EZ committee arrangements
- Transport for the North commitments
- Sector Group arrangements and support
- Continuation of the Business Support Management Board and the scrutiny of Business Support

Resolved: The Lancashire Enterprise Partnership Board Members noted the update and requested that the above additional activities be included in transfer plans.

7. Shaping a Lancashire Business Board

Andy Walker presented a report (circulated) which outlined what a future 'Business Board' for Lancashire might look like, to replace the current Lancashire set out what the function and form of any future Business Board for Lancashire might look like. The Board were asked to consider how to inform the process of integrating LEP functions within current and future local government structures and how to maintain the momentum and reach of the LEPs existing board, specialist functions and sector and project groupings.

The LEP Board were supportive of the report and the key assumptions which were outlined, and thanks were given to Maya Ellis, Senior Project Officer, Lancashire County Council, for her work to pull together a comprehensive initial draft structure of what such a Business Board would look like.

It was noted by members of the LEP Board that the membership of the future Business Board is crucial, and that having individuals who can drive engagement and action change such that the Business Board would achieve its intended outcomes was an important factor to consider. It was also noted by the Board that there should be a focus on including the sector groups in discussions around membership.

The LEP Board were generally opposed to using the term 'advisory' within the name of any future Business Board, and the name of the Business Board should be reflect that of similar bodies in other areas of the country for consistency and transparency.

Resolved: The Lancashire Enterprise Partnership Board noted the report and provided the above comments and feedback.

8. LEP Governance and Committees Report - June 2023

Andy Milroy, Democratic Services Manager (Companies), presented a report (circulated) containing Governance and Committee meeting updates since the last Board meeting held on 21 March 2023.

It was reported that there had been changes in Membership to several LEP Sub-committees, including a recommendation for a new Chair of the Lancashire Skills Board ahead of LEP Director Alison Robinson's retirement in August 2023.

Resolved: The Lancashire Enterprise Partnership Board noted the report as set out.

9. Any Other Business

None

10. Date of Next Meeting

The Lancashire Enterprise Partnership Board noted that the next meeting is scheduled to be held Wednesday 20th September 2023 at 4:30pm.

Due to Board member unavailability, it was requested that the date of the meeting is adjusted to allow Board members to meet face-to-face.

11. Exclusion of the Press and Public

Resolved: The Board considered that, under Section 100A(4) of the Local Government Act 1972, the public should be excluded from the meeting during consideration of the following items of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 12A to the Local Government Act 1972 as indicated against the heading to the item.

12. Lancashire Local Enterprise Partnership - future arrangements

Andy Walker presented a report (circulated) which outlined the future arrangements of the Lancashire Local Enterprise Partnership and addressed ongoing uncertainty around the LEPs status as a dormant company. It was suggested that the LEP should close and transition to a Business Board as quickly as is practicable.

Resolved: The Lancashire Enterprise Partnership Board agreed the recommendations as set out in the report subject to the below points of clarity:

- (i) Further clarification of Director's insurance and how trailing responsibility will be handled following the winding up of the company,
- (ii) Further clarity on the terms of reference for the LEP in its transitional phase toward the Business Board once it is no longer an incorporated body.



Lancashire Enterprise Partnership Limited

Private and Confidential: No

Date: Wednesday, 20 September 2023

23/24 mid-year Business Plan Delivery Update

**Report Author: Andy Walker, Tel: 01772 535629,
andy.walker@lancashire.gov.uk**

Executive Summary

Given the LEP boards' prior instruction that the company should sustain strong and significant levels of activity in 2023/24 despite the government's imminent withdrawal of funding, this report details how the LEPs main activity programmes are progressing.

Recommendation

The Lancashire Enterprise Partnership Board are asked to note and endorse the report.

Background and Advice

The LEP's revenue budget of circa £1.3m in 2023/24 allows the structure to remain "open for business" and to deliver activity and projects which are well aligned with the emerging Lancashire 2050 framework and discussions on devolution to advance a shared economic vision for the county.

1. Income

- a. The reduced DLUHC grant income of £250,000 has been paid to the LEP and is available for use in the current financial year.
- b. The interest and fees from Growing Places Fund (GPF) loans and the interest on the balance of GPF funds held on deposit by the County Council (less their legitimate costs set out in the Accountable Body Agreement) are also on target.
- c. Local Authority match funding from Lancashire's three upper tier authorities has been invoiced, but there remain some outstanding contributions from previous years.



2. Staffing

Board were keen that the LEP built on 22/23 staffing levels to create additional capacity for delivery in temporary contracts until March 2024. The following changes have been made to address.

- a. LEP co-ordinator cover (3 part-time secondees) – These are now in place respectively providing cover on the closure of Growth Fund and Getting Building Fund grants, co-ordination of National Cyber Force local activity workstreams and LEP integration.
- b. Additional research capacity 1 FTE now fully charged to LEP - We now have a Grade 12 Senior Project Officer working within this roll, providing continued support for the Skills Hub, developing key performance indicators for the suite of economic prosperity activity within Lancashire and support work to establish the Lancashire Data Observatory.
- c. 5 Additional Interns on Business Finance and Internationalisation
- d. Additional Grade 8 Project Officer – recruitment process initiated.

3. Continued Discretionary spend on projects

- a. Strategic Framework Delivery £21,592
- b. Project Support £154,908
- c. Marketing £77,019
- d. Conf and Events £8075
- e. Restructuring £33,659

4. Priority Projects

- a. **National Cyber Force - £425,000 (pays for development of Innovation Hub concept £350k, Industry Engagement £75k)**

A phase 1 commission has been placed with Plexal to continue this work whilst further commissions are being placed via open procurement routes. This work will build on the initial scoping piece for an Innovation Hub envisioned to be developed adjacent to the new NCF Headquarters at Samesbury. The initial study conducted by cyber specialists Plexal, identified a strong rationale for such a facility to act as a touchpoint for local industrial collaboration both with NCF and their supply chain. It also considered the options to co-locate with other anchor tenants and amenity uses for NCF.

This additional commitment of funding, will allow further phases of work to bring the plans for this building to full, "Green Book" business case and with sufficient detail for initial planning consideration (albeit that the EZ remains subject to streamline planning via a Local Development Order).



Plexal and LEP retained contractors on PR are also supporting the Lancashire Cyber Festival in November, taking a leading role on Business Engagement and Supply Chain event at Stanley House.

- b. **Inward Investment and Internationalisation - £150k (pays for Capabilities mapping £50k, External Marketing Proposition £50k, refresh Invest in Lancashire web £25k, Internationalisation Intern £25k)**

The LEP's role in leading and supporting Lancashire-level inward investment and internationalisation initiatives seems uncontested, effective and well-received. This work will allow Lancashire to streamline and agree its outward facing propositions, building this from a in-depth knowledge of where our capabilities lie and how these dock into emerging opportunities and sectors.

LEP funded work has now started to refresh both the Invest in Lancashire and Visit Lancashire websites, including the ambition to create a single front door for investment enquires and a single portal representing Lancashire's ambition around cyber.

We are conscious that these portals only represent one element of the process of securing investment and have also initiated complementary programmes to strengthen and focus our enquiry handling process and to ensure propositions in terms of the property offer, quality of life materials and economic case for investment are all as competitive as they should be.

We are also working with local partners to update the This is Lancashire video, which is now five years old.

- c. **Sector work development - £180k (pays for, Bid awareness and writing £120k, AEM support £60k)**

The LEPs sector groups have been a real driver for activity in the last two years. At their workshop they identified a need for capacity to spot funding opportunities and an ability to access specialist bid-writing skills. This resource will allow this to take place.

- d. **Lancashire Data Observatory - £200k**

Working alongside our local authority partners, LEP resource will help catalyse the concept of a Lancashire Data Observatory, to understand what existing and novel data sources tell us about the current and future trends within the Lancashire economy, to monitor performance of existing thematic activity and to develop business cases for activity as a devolution deal develops.

- e. **Devolution / CCA Project Development £109,416**



The balance of the LEP's revenue budget will be applied to the process of influencing and supporting the development of Lancashire's initial and subsequent rounds of devolution deals, landing the policy development work and private sector work of the Board within this landscape.

List of Background Papers

Paper	Date	Contact/Tel
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None		
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Reason for inclusion in Part II, if appropriate		
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N/A		
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Lancashire Enterprise Partnership Limited

Private and Confidential: NO

Date: Wednesday, 20 September 2023

LEP Governance and Committees Report

Report Author: Andy Milroy, Democratic Services Manager (Companies), Lancashire County Council, Tel: 01772 530354, Email: andy.milroy@lancashire.gov.uk

Executive Summary

This report extracts the key items considered by each of the Lancashire Enterprise Partnership Board (LEP) Committees at their recent meetings and, where applicable, and if not considered elsewhere on the Board's main agenda, contains decisions referred to the Board by its Committees for approval. The report also contains Governance updates and any Governance decisions required by the Board.

Recommendation

The Lancashire Enterprise Partnership Board is asked to endorse 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.

Background and Advice

This is a standing report which provides an update on governance issues and meetings of committees of the LEP since the last Board meeting on 21 March 2023 in accordance with the LEP Assurance Framework, publicly available on the Lancashire Enterprise Partnership website:

<https://lancashirelep.co.uk/about/policies/>

Current LEP Committee Vacancies / Appointments

Vacancies

- There are currently two vacancies for Committee Members on the LEP Enterprise Zone Governance Committee.
- There are two vacancies on the LEP Innovation Board.

Appointments – Lancashire Business Support Management Board



- Geoff Mason has been replaced by Nick Hyde on the Business Support Management Board, representing North and Western Lancashire Chamber of Commerce.

Updates from recent LEP Committee Meetings / Decisions taken by the Urgent Business Procedure of the LEP

1. Urgent Business Procedure Decisions

There have been two urgent decisions approved by the LEP Board via the Urgent Business Procedure since the last LEP Board meeting held on 21 March 2023 as follows:

18 July 2023 – Pearl2 Co-investment

Resolved: The Lancashire Enterprise Partnership Directors:

Agreed that in accordance with the Lancashire Enterprise Partnership Local Assurance Framework, the Lancashire Enterprise Partnership Board considered and approved the updated Heads of Terms and request that the Interim LEP CEO in consultation with the Section 151 Officer and Lancashire County Council's Director of Law and Governance, approve and enter into the legal documentation required to protect the LEP's interest in respect of this loan as co-lender with the Lancashire Urban Development Fund.

09 August 2023 – Titan Preston Co-Investment

Resolved: The Lancashire Enterprise Partnership Directors:

Agreed that in accordance with the Lancashire Enterprise Partnership Local Assurance Framework, the Lancashire Enterprise Partnership Board considered and approved the updated Heads of Terms for the Holmes Mill Growing Places project and requested that the Interim LEP CEO in consultation with the Section 151 Officer and Lancashire County Council's Director of Law and Governance, approve and enter into the legal documentation required to protect the LEP's interest in respect of this loan with the S151 officer and LCC's Director of Law and Governance.

2. City Deal Executive and Stewardship Board

There have been no meetings of the City Deal Executive and Stewardship Board since the last update.

Full agendas and minutes for the Combined City Deal meetings can be accessed here: <http://council.lancashire.gov.uk/ieListMeetings.aspx?CommitteeID=1072>

3. Growth Deal Management Board



There have been no meetings of the Growth Deal Management Board since the last update.

Full agendas and minutes for Growth Deal Management Board meetings can be accessed here:

<http://council.lancashire.gov.uk/ieListMeetings.aspx?CommitteeID=1218>

4. Enterprise Zone Governance Committee

There have been no meetings of the Enterprise Zone Governance Committee since the last update.

Full agendas and minutes for the Enterprise Zone Governance Committee meetings can be accessed here:

<http://council.lancashire.gov.uk/ieListMeetings.aspx?CommitteeID=1171>

5. Lancashire Skills and Employment Board

There have been no meetings of the Lancashire Skills and Employment Board since the last update.

Full agendas and minutes for the Lancashire Skills and Employment Board meetings can be accessed here:

<http://council.lancashire.gov.uk/ieListMeetings.aspx?CommitteeID=1011>

6. Business Support Management Board

The Business Support Management Board met on 07 September 2023 and an update will be provided at the next Board meeting.

Full agendas and minutes for the Business Support Management Board meetings can be accessed here:

<http://council.lancashire.gov.uk/ieListMeetings.aspx?CommitteeID=1220>

7. Lancashire Innovation Board

The Lancashire Innovation Board met on 05 June 2023 and considered / approved the following:

Update from the Skills Hub – Dr Michele Lawty-Jones gave a verbal update to the Board on the work of the Skills Hub in relation to Lancashire 2050. It was reported that a joint sessions between the Skills Board and the Innovation Board had been arranged in order for the two entities to discuss overlapping themes in relation to Lancashire 2050.

Update on the NCF – A verbal update was given to the Board by a representative from the National Cyber Force on the progress being made to bring the NCF to



Lancashire. The Board discussed talent retention in line with the NCF's recruitment plans and whether something wider could be put in place to ensure talent was attracted and retained within Lancashire and that long recruitment processes did not hinder talent acquisition.

Lancashire Innovation Plan Update/Progress Report – A report was presented which provided updates on the actions within the Innovation Plan, and proposed that Board members take ownership for the implementation of the plan. It was noted that every action had at least one Board sponsor and there had been assigned delivery leads for each action. The report outlined that the planned launch for the public facing innovation plan was in September.

The Lancashire Innovation Board also met on 04 September 2023, and an update will be provided at the next Board meeting,

Full agendas and minutes for the Lancashire Innovation Board can be accessed here: <https://council.lancashire.gov.uk/ieListMeetings.aspx?Committeeld=1678>

8. Joint Scrutiny Committee

There have been no meetings of the Joint Scrutiny Committee since the last update.

Following consultation with the Chair of both the LEP Board and the LEP Scrutiny Committee, and in light of the Government funding announcement regarding LEP funding, the LEP Scrutiny Committee has been disestablished.

Full agendas and minutes for the Joint Scrutiny Committee meetings can be accessed here: <https://council.lancashire.gov.uk/ieListMeetings.aspx?Committeeld=1708>

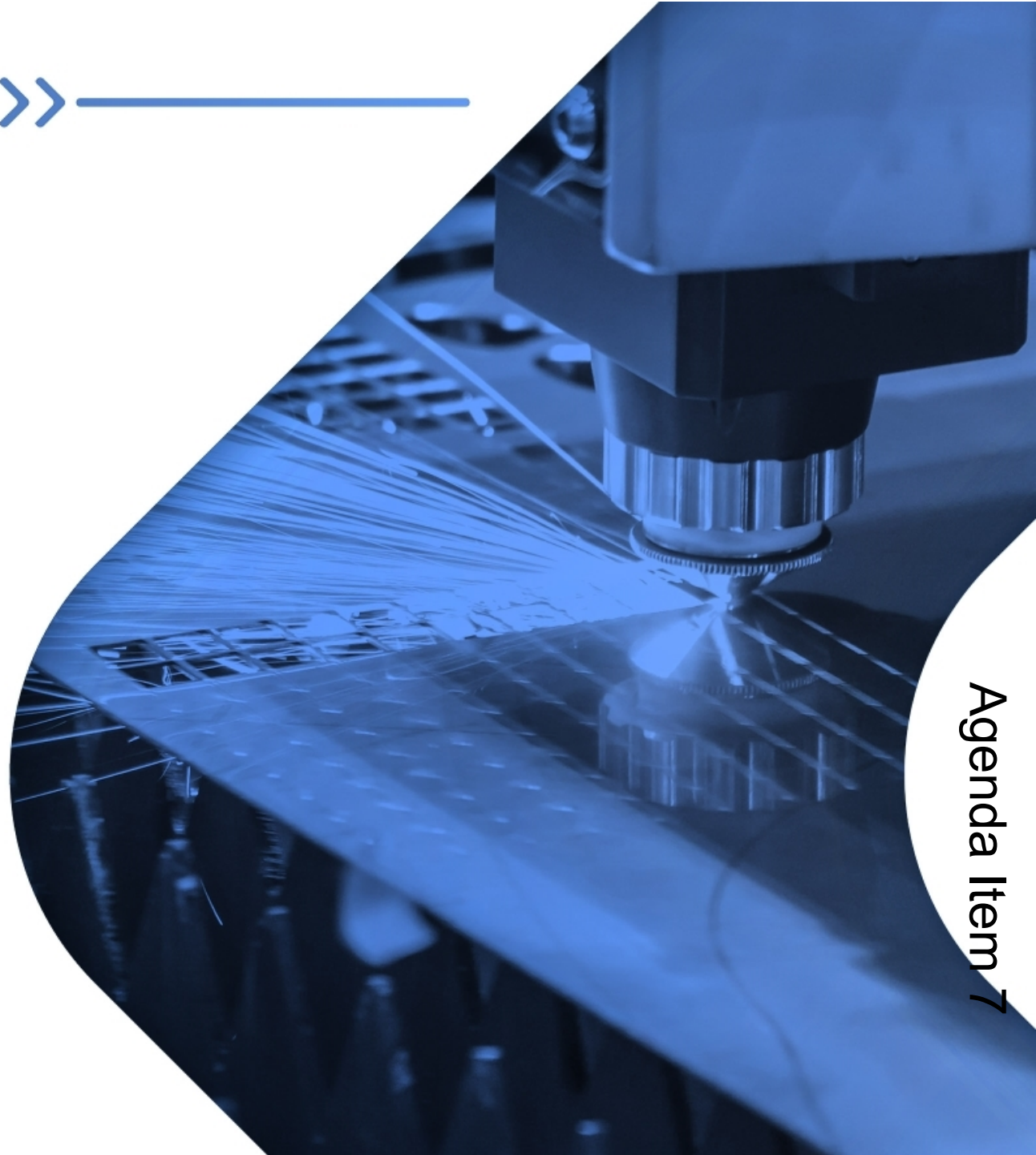
List of Background Papers

Paper	Date	Contact/Tel
None		
Reason for inclusion in Part II, if appropriate		
N/A		



CCA and Business Board Development

Briefing for the LEP Board



Business Board Core Principles

- Advisory, scrutiny, intelligence functionality
- Linked to CCA
- Retains strengths and rationalizes structures of as is LEP
- Absorbs ongoing LEP integration functions and other business boards
 - Business Support
 - Skills and Employment
 - LVEP
 - Producing and Updating Lancashire's Economic Strategy
 - Oversight Growth Hub (mandated)
 - Oversight Careers Hub (mandated)
 - Investment Panel inc. scrutiny of GPF decisions
 - Inward Investment – private sector sense check and advocacy



Proposed future governance structure



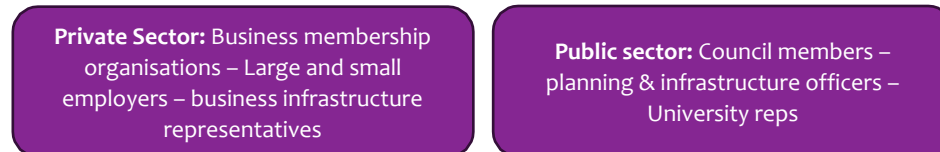
Cluster leads (private)



Priority groups for open recruitment (private)



Cross cutting boards (private & public)



*Appear in existing LEP

Decision Making and Timeline

- This is a decision which needs to be agreed by the three UTLAs as part of their CCA negotiations
- LEP Board wants to debate on 20th September and will have views
- Timetable to advertise for Chair then vacant positions on new Business Board needs to be delivered by calendar year end
- DLUHC are now indicating that they intend to ask areas for a LEP integration plan and would be looking for an identifiable LEP structure to still be in place and spending LEP resource until year end or until the establishment of a shadow CCA.

Agenda Item 13

Document is Restricted

Agenda Item 14

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Agenda Item 15

(NOT FOR PUBLICATION: By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information)

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Appendix A

(NOT FOR PUBLICATION: By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information)

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