

## Lancashire Enterprise Partnership Limited Board

### Minutes of the Meeting held on Tuesday, 6th November, 2018 at 4.30 pm at the Committee Room 'D' (The Henry Bolingbroke Room) - County Hall, Preston

#### Present

Edwin Booth (Chairman)

Jim Carter	Dennis Mendoros
Graham Cowley	Councillor Phil Riley
Ann Dean	Khalid Saifullah
County Councillor Geoff Driver CBE	Professor Mark Smith
Liam Finnigan	David Taylor
Councillor Ken Hind	Councillor Mark Townsend

#### In Attendance

Paul Evans, Assistant Director, Area Lead, Department for Business, Energy and Industrial Strategy  
Andrew Good, Head of Service Financial Management, Lancashire County Council  
Nicola Hopkins, Director of Economic Development and Planning, Ribble Valley Borough Council  
Michelle Lawty-Jones, Director of the Lancashire Skills Hub  
Anthony Lockley, Director of Strategy and Assistant Chief Executive, Blackpool Council  
Rachel McQueen, Chief Executive, Marketing Lancashire  
Andy Milroy, Senior Democratic Services Officer, Lancashire County Council  
Kathryn Molloy, Head of Service LEP Coordination, Lancashire County Council  
Katherine O'Connor, Senior Policy Manager, Deputy Area Lead, Department for Business, Energy and Industrial Strategy  
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  
Alison Schmid, Service Lead - Strategy and Funding, Blackburn with Darwen Borough Council  
Stephen Young, Executive Director of Growth, Environment, Transport and Community Services, Lancashire County Council

#### 1. Welcome and Apologies for Absence

The Chairman, Edwin Booth, welcomed all to the meeting. Apologies for absence were presented from Lancashire Enterprise Partnership Directors Mike Blackburn, Councillor Simon Blackburn, Claire Whelan, Mick Gornall, Mark Rawstron and Dave Holmes.

#### 2. Declarations of Interest

None

**3. Minutes of the Board meeting held on 26th June 2018**

**Resolved:** That the minutes of the Board meeting held on 26<sup>th</sup> June 2018 be approved as an accurate record and duly signed by the Chairman.

**4. Minutes of the Special Board meeting held on 12th September 2018**

**Resolved:** That the minutes of the Special Board meeting held on 12<sup>th</sup> September 2018 be approved as an accurate record and duly signed by the Chairman.

**5. Matters Arising**

None

**6. Lancashire Enterprise Partnership Governance and Committees Decisions Report**

Andy Milroy, Senior Democratic Services Officer, Lancashire County Council, presented a report (circulated) which provided the Board with Lancashire Enterprise Partnership Governance and Committee Decision updates.

It was highlighted that work was in progress to enhance the Lancashire Enterprise Partnership Register of Interests to include Committee Members in addition to Directors and Officers, work is being undertaken as a matter of urgency to ensure these additional registers are completed and added to the Lancashire Enterprise Partnership website.

In addition it was highlighted that the Executive Committee had taken a number of decisions since the last meeting of the Board as set out.

It was also noted that the report requested approval, following a recommendation by the Business Support Management Board, to appoint Miranda Barker, Chief Executive Officer of the East Lancashire Chamber of Commerce as a Business Support Management Board Committee Member.

The company's dormant accounts for the period ending September 2018 were presented for approval along with a minor update to the Transport for Lancashire Terms of Reference.

**Resolved:** The Lancashire Enterprise Partnership Board

- (i) Noted the updates provided in this report in relation to the Committees and Governance of the Lancashire Enterprise Partnership.
- (ii) Approved the appointment of Miranda Barker, Chief Executive Officer at the East Lancashire Chamber of Commerce as a Business Support

Management Board Committee Member.

- (iii) Approved the accounts and financial statements for the period ending September 2018 as set out at Appendices 'A' and 'B'; and
- (iv) Approved the revised Transport for Lancashire Committee Terms of Reference as set out at Appendix 'C' for inclusion in an updated Assurance Framework.

## **7. Lancashire Enterprise Partnership Operational Budget 2018/19 - Update Report**

Kathryn Molloy, Head of LEP Co-ordination, Lancashire County Council presented a report (circulated) which presented the Board with the Lancashire Enterprise Partnership Operational Budget for 2018 / 19.

It was report that the Lancashire Enterprise Partnership was in a healthy budget position, work continued on inward investment. Overall expenditure has reduced in comparison to the previous year's budget. It was recommended within the report that £200,000 of reserve funding be allocated to the Lancashire Enterprise Partnership transition work now so that work can be undertaken as a matter of urgency whilst the bid to Government for £200,000 of transition funding is considered.

**Resolved:** The Lancashire Enterprise Partnership Board

- (i) Approved the Lancashire Enterprise Partnership's Operational Budget for 2018/19.
- (ii) Approved a maximum of £200,000 transferred from the Lancashire Enterprise Partnership's reserves to be made available for transitional activity until receipt of funds from Government.
- (iii) Noted and approved the request for additional funding for Project Eric as set out in the report; and
- (iv) Noted and approved the balance statement for the Lancashire Enterprise Partnership's Growing Places Investment Fund. (Presented in the Part II section of the meeting)

## **8. LEP Transition Update - Response to Local Enterprise Partnership Review**

Graham Cowley, Lancashire Enterprise Partnership Director and Temporary Transition Director, presented a report (circulated) which provided an update on the Lancashire Enterprise Partnership Transition and response to the Local Enterprise Partnership Review.

It was reported that the recommendations contained in the report set out a plan to

progress the actions required as part of the transition between now and April 2019.

Directors discussed the importance of public sector and third sector representation and sought clarity on the inclusion of a date that gender balance will be completed. Directors also discussed the appointment of a new Lancashire Enterprise Partnership Chairman and if it will be a requirement that 75% of existing Directors must approve their appointment.

In addition, Directors emphasised the need to ensure Director balance is considered overall, rather than split public and private sector Directors and also continues to ensure any future Director appointments recognise talent and skills.

In addition it was recommended that the LEP Network continue to be consulted on how other Local Enterprise Partnerships are managing this transition.

**Resolved:** The Lancashire Enterprise Partnership Board

- (i) Noted the Transition Summary at Appendix 'A', the additional comments made by Directors and approved the next steps required to comply with the Local Enterprise Partnership Review, noting that some steps will require actions outside of the Board's control.
- (ii) Approved the consultation drafts of the Chair Job Description and Person Specification (Appendix 'C') and process for recruitment reviewed and amended in accordance with the LEP Workshop on 30th October 2018.
- (iii) Authorised the Interim Transition Director to lead the Chair recruitment consultation in accordance with the process, and report findings, with appropriate recommendations to be reported to the LEP Board in December 2018.
- (iv) Delegated authority to the Interim Transition Director and Head of Lancashire Enterprise Partnership Co-ordination, in consultation with the Chair, and in consultation with the Company Secretary, to commission professional support as defined in Appendix 'B', as necessary up to the value approved by Government, in accordance with the transition programme.
- (v) Approved the use of Lancashire Enterprise Partnership funds in the short term to secure the necessary professional support pending reimbursement via the Government Additional Funding approval expected by Christmas 2018.
- (vi) Noted that the draft Lancashire Enterprise Partnership Annual Report 2017/18 will be circulated for comment with a view to reporting the final version to the Lancashire Enterprise Partnership Board on 12th December 2018.

- (vii) Authorised the Interim Transition Director, in consultation with the Company Secretary to conduct a review of the company's constitution, and when and where appropriate, take the necessary action to give effect to the recommendations of the review and proposals set out in this report; and
- (viii) Approved the implementation of due process in accordance with the human resources policies and procedures of the accountable body, to consider executive capacity in order to manage business as usual over the coming transition period and identify any posts to be created within the new Lancashire Enterprise Partnership operational structure, with a view to the new structure commencing in Spring 2019.

## **9. Any Other Business**

None

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

It was noted that the next Lancashire Enterprise Partnership Board meeting is scheduled to be held on Wednesday 12<sup>th</sup> December 2018, 4:30pm in Committee Room 'D' -The Henry Bolingbroke Room, County Hall, Preston.

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

At this point the LEP Board approved that the meeting move into Part II, Private and Confidential, to consider the remaining report as it 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. 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. Appendix B to the Budget 2018/19 Report - Growing Places Investment Fund Balance Statement as at 30<sup>th</sup> September 2018**

Kathryn Molloy presented the additional Growing Places Investment Fund Balance Statement as at 30<sup>th</sup> September 2018 (circulated in Part II, exemption paragraph 3).

**Resolved:** The Lancashire Enterprise Partnership Board noted the Growing Places Investment Fund Balance Statement as at 30<sup>th</sup> September 2018 as presented.

## **13. Growth Deal Funding Approval and Update Report**

Kathryn Molloy presented a report (circulated in Part II, exemption paragraph 3) which provided an update of Growth Deal Funding and project approvals.

Directors sought clarification on the proposed funding applications and how they match Growth Deal priorities. It was confirmed that all applications will go through the 5 stage process for Growth Deal applications and will be independently appraised before approval is requested.

In addition Directors stated that it would be useful to have projects be invited to attend future Board meetings to give presentations on Growth Deal projects in addition to written reports.

Directors also asked if it would be possible to request, that in considering the funding requests for both Lomshaye Industrial Estate and the East Lancashire Colleges merger, if the two can be linked together, i.e. request that the Colleges tailor training for students to prepare them for work in the industries proposed to occupy Lomshaye Industrial Estate.

**Resolved:** The Lancashire Enterprise Partnership Board

- (i) Approved a maximum funding allocation of £4.000m to the Lomeshaye Industrial Estate – Phase 2 scheme, subject to:
  - i) the conditions as detailed in the Ekosgen independent appraisal report (see below); and
  - ii) the finalisation and execution by Lancashire County Council (as accountable body for the Lancashire Enterprise Partnership) under the guidance of the Directors of Corporate Services and Economic Development and Planning of a Grant Funding Agreement and other relevant legal documentation as may be necessary to protect the interests of the Lancashire Enterprise Partnership.
- (ii) Noted the update on the overall performance of the Growth Deal Programme and approve the submission of the Growth Deal Quarterly Reporting Summary Dashboard for Quarter 1 (April to June 2018/19) to the Cities and Local Growth Unit; and
- (iii) Noted the update contained within the report in relation to the proposed Growth Deal funding request in relation to the merger of Accrington and Rossendale College with Nelson and Colne College.

#### **14. Marketing and Communications Report**

Kathryn Molloy presented a report (circulated in Part II, exemption paragraph 3) which provided an update of Marketing and Communication activities for the Lancashire Enterprise Partnership.

**Resolved:** The Lancashire Enterprise Partnership Board

- (i) Approved Lancashire's attendance at MIPIM 2019 as reported.
- (ii) Approved a maximum sum as stated from the Lancashire Enterprise Partnership's 2018/19 Operational Budget to the costs to exhibit at MIPIM 2019.
- (iii) Agreed that Marketing Lancashire recover at least 30% of the Lancashire Enterprise Partnership's costs to exhibit at MIPIM 2019 therefore reducing the overall investment from the Lancashire Enterprise Partnership.
- (iv) Agreed that in future years, attendance at events such as MIPIM will be led by Marketing Lancashire on a commercial basis, with full cost recovery, with the Lancashire Enterprise Partnership providing financial support in line with other partners and organisations; and
- (v) Noted the update on communications and marketing activity which has taken place since the Board last met in June.

## **15. City Deal Update**

Jim Carter, Lancashire Enterprise Partnership Director and Preston, South Ribble and Lancashire City Deal Executive Chairman provided an oral update that contained private and confidential information as defined in paragraph 3 of Part I to schedule 12A to the Local Government Act 1972.

**Resolved:** The Lancashire Enterprise Partnership Board noted the oral update in relation to the Preston, South Ribble and Lancashire City Deal.