**CITY DEAL EXECUTIVE AND STEWARDSHIP BOARD**

**Private and Confidential: NO**

Wednesday, 29 November 2017

**City Deal Governance Report - New LEP Nominee**

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| **Executive Summary**This report is to notify the City Deal Executive and Stewardship Board that following the resignation of Lancashire Enterprise Partnership (LEP) Director Malcolm McVicar, the LEP Board has agreed to nominate new LEP Director Mark Rawstron as replacement for Malcolm on the City Deal Executive.In addition to the above membership change, a summary of the current combined meeting arrangements has been included in this report for the benefit of new, or relatively new, City Deal Members.**Recommendation**The City Deal Executive and Stewardship Board is asked to:1. Note the appointment by the LEP of Mark Rawstron as the LEP Deputy Chair's Nominee on the City Deal Executive.
2. Note the revised Membership List and Status for Joint City Deal Meetings as set out in the report.
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**Background and Advice**

At the City Deal meeting held on 13th February 2015 it was agreed that the City Deal Executive and City Deal Stewardship Board would hold their meetings jointly due to the majority of business items being the same, improving the efficiency of the City Deal meetings.

It was also agreed to maintain the existing separate Terms of Reference and not, at that stage, formally merge the two meetings together. It was noted that in order to maintain formal separation of the two meetings, separate minutes for the City Deal Executive and City Deal Stewardship Board would still be prepared.

**Combined Meeting Arrangements**

As a result of the decision taken on 13th February 2015, meetings of the City Deal Executive and Stewardship Board have been held jointly as a combined meeting, with one agenda, structured as follows:

* Section 1 – City Deal Stewardship Board Items (Chaired by the HCA representative)
* Section 2 – Combined Stewardship and Executive Business (Chaired by the LEP Chair's nominated representative)
* Section 3 – Executive Items (Chaired by the LEP Chair's nominated representative)

As previously mentioned, in order to maintain the formal separation of the two meetings, separate minutes for City Deal Executive and City Deal Stewardship Board are produced documenting any formal decisions taken by the Executive and Stewardship Board.

**Attendance**

It was agreed that both City Deal Executive and City Deal Stewardship Board members be allowed to attend all parts of the combined meeting.

City Deal Executive members are treated as observers for City Deal Stewardship Board items with City Deal Stewardship Board members treated as observers for City Deal Executive items.

Observers present may be allowed to contribute with permission from the Chair of the relevant section.

Observers shall not be entitled to vote, voting is reserved for members of the Executive / Stewardship Board, as appropriate, for the relevant agenda section. For clarity, in practice this means that only City Deal Stewardship Board members can vote on Stewardship Board only items, both Stewardship Board and Executive members can vote on combined business items, with only Executive members entitled to vote on Executive only items.

**Membership and Quorums**

The membership and quorums of the City Deal Stewardship Board and Executive remain unchanged, therefore respective quorums are required to conduct business. The membership and quorums are as follows:

**Stewardship Board Membership**

1. The Stewardship Board shall comprise the following Members:

i) The North West Executive Director of the HCA (or their nominee);

ii) The Chief Executive of Lancashire County Council (or their nominee);

iii) The Chief Executive of South Ribble Borough Council (or their nominee);

iv) The Chief Executive of Preston City Council (or their nominee); and

v) The Lancashire Enterprise Partnership's Champion for Strategic Development (or their nominee).

2. The Stewardship Board shall have the power to appoint up to 2 additional Members.

**Executive Membership**

The City Deal Executive shall comprise the following Members:

 i) The Leader of Lancashire County Council (or their nominee);

 ii) The Leader of South Ribble Borough Council (or their nominee);

 iii) The Leader of Preston City Council (or their nominee);

iv) The Chair of the Lancashire Enterprise Partnership (LEP) (or their nominee);

v) The Vice-Chair of the LEP (or their nominee); and

vi) The LEP's Champion for Strategic Development (or their nominee)

**Stewardship Board Quorum**

The quorum for Stewardship Board meetings shall be 5. No meeting shall be quorate unless each Member (or their nominee) set out in 1 above is present.

**Executive Quorum**

The quorum for City Deal Executive meetings shall be 4. No meeting shall be quorate unless the following Members (or their nominees) are present:

1. the Chair of the LEP or Vice-Chair of the LEP;
2. the Leader of Lancashire County Council
3. the Leader of South Ribble Borough Council; and
4. the Leader of Preston City Council.

**Current Membership List and Status for Joint City Deal Meetings**

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| **Name** | **Role** | **Status for Executive Items** | **Status for Stewardship Board Items** |
| Jim Carter | LEP Chair's nominee  | Chair (Member) | Member (acts as LEP Champion for Strategic Development on Stewardship Board) |
| Mark Rawstron | LEP Vice Chair's nominee | Member | Observer |
| County Councillor Geoff Driver CBE | Leader of Lancashire County Council | Member | Observer |
| Councillor Peter Mullineaux | Leader of South Ribble Borough Council | Member | Observer |
| Councillor Peter Rankin | Leader of Preston City Council | Member | Observer |
| Jim Carter (Dual role on Executive) | LEP's Champion for Strategic Development | Member | Member |
| Karl Tupling | The North West Executive Director of the HCA | Observer | Chair (Member) |
| Jo Turton | The Chief Executive of Lancashire County Council | Observer | Member |
| Heather McManus | The Chief Executive of South Ribble Borough Council | Observer | Member |
| Lorraine Norris | The Chief Executive of Preston City Council | Observer | Member |