



Lancashire Enterprise Partnership Limited

Private and Confidential: NO

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LEP Governance and Committees Decisions Report (Appendix 'A' refers)

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Executive Summary

This report extracts the key items considered by each of the Lancashire Enterprise Partnership (LEP) Board 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.

On this occasion the report also contains a large governance update, including a refreshed LEP Assurance Framework for 2018/19 for approval, a recruitment process for three new Directors and an update on current Committee vacancies.

Recommendation

The LEP Board is asked to:

- (i) Note the updates provided in this report in relation to the Committees of the LEP;
- (ii) Approve the refreshed LEP Assurance Framework for 2018/19 attached at Appendix 'A';
- (iii) Authorise the LEP's Executive Committee to progress the search and recruitment process for up to three new Directors, as outlined in this report, under the direction of the Company Secretary;; and
- (iv) Consider and identify Directors to fill the Committee vacancies as outlined in the report.

Background and Advice

The Lancashire Enterprise Partnership Board (LEP) approved its first LEP Assurance Framework on 17th March 2015 which was subsequently submitted to Government as final in April 2015. The Framework has since been refreshed annually in light of changes in operational requirements and national guidance. The Assurance Framework is made publically available on the LEP website:

<http://www.lancashirelep.co.uk/about-us/about-the-lep.aspx>



The Assurance Framework ensures that the LEP records decisions taken by the LEP and its Committees in an open and transparent way, consistent with best practice and national guidance. The purpose is to ensure that governance and accountability arrangements enable effective and meaningful engagement of local partners and the public, and that those arrangements operate transparently with LEP decisions capable of being independently scrutinised.

Since the implementation of the LEP's Assurance Framework, the LEP and its Committees publish their agendas and minutes on the LEP website. This Governance and Committees Decisions report enables the LEP Board and the public to track the key actions of Committees while also presenting key decisions requiring Board approval.

Governance Updates

Deep Dive Update

Martin Kelly, Director of Economic Development and Planning, LCC and LEP Chief Operating Officer, will provide Board Members with an oral update on the recent LEP Deep Dive review undertaken by Government during March 2018.

LEP Assurance Framework

The LEP Assurance Framework has been refreshed, in accordance with the LEP's policy to review and update on an annual basis and in time for the April Board meeting. An updated draft Assurance Framework for 2018/19 is attached at Appendix 'A' for Board approval. As in previous years, changes made have been left on the document as tracked changes for ease of reference.

Board Members will be aware that the Assurance Framework has been updated a number of times in the last six months to take account of new Government Guidance and the outcome of the Ney Review, with explicit reference to the Nolan Principles, and a Code of Conduct for both officers and members to agree to abide by.

Therefore, the changes since Board Members last had sight of the Assurance Framework in January 2018 are relatively minor, however attention is drawn to a new section at "Annex 9" within the framework which provides a Board Member and Committee Member Allowance Scheme. Board Members are requested to approve the refreshed Assurance Framework as presented.

Recruitment of New Directors

The Chair of the Board has identified the need for up to three additional Directors to lead key areas of capability which will further strengthen the Board's capacity and ability to deliver identified priorities and strengthen its business membership. The areas are:



- SME Champion;
- Skills and Technical Education Champion; and
- Strategic Marketing Champion.

Furthermore, in recognition of the feedback received from Government at the Deep Dive review, and in anticipation of further national guidance, it is proposed to openly recruit for up to three new Directors to join the Board, with an emphasis on further increasing the diversity of the Board. Subject to Board approval, an open advertisement with an application pack will be placed on the LEP's website with these Board opportunities also promoted through the local media and via key business networks within Lancashire.. It is proposed that the LEP's Executive Committee, under the guidance of the Company Secretary, approve the application pack.

It is proposed that the Executive Committee be tasked with progressing the search and selection process, but the decision to endorse any new Director appointments would continue to rest with the Board.

Board members are asked to encourage potential candidates to apply, in due course.

Company Articles of Association

It should also be noted that the LEP's Articles of Association have been updated, with the maximum Board Member number increased to 25 in order to accommodate the new Directors. There are currently 19 Directors on the Board.

Committee Vacancies

Following the latest review of the LEP Assurance Framework, the following vacancies have been identified:

- 1 x Executive Committee Member
- 1 x Vice Chairs Nominee to be a Member of the Transport for Lancashire Committee
- 1 x Enterprise Zone Governance Committee Member

The LEP Board is requested to consider the above vacancies and nominate new representatives for each role.

LEP Director – Register of Interests Reminder

LEP Directors have recently undertaken an extensive exercise to transfer their register of interests to the new compliance forms in accordance with the new Government Guidance. All Directors have now completed this exercise and the signed registers, along with an overall register, are published on the LEP website. Directors are reminded to continue to check and update as necessary as and when details change. In particular, Directors are asked to consider, on an ongoing basis, if



they have any property interests (ownership or otherwise) or any properties in the LEP geographical area and to ensure any such properties continue to be recorded on their registers.

Updates from recent LEP Committee Meetings

1. Executive Committee

Decision Taken – 08 March 2018 – Private Sector Company Growing Places Investment Fund Approval

The Executive Committee, on behalf of the LEP Board,

- (i) Considered and approved a proposed Growing Places Investment Fund loan for a Private Sector Company in Preston;
- (ii) Authorised the County Council's Director of Corporate Services and the Director of Economic Development and Planning or their nominated representatives to undertake appropriate financial and other due diligence checks and prepare and execute loan facility documentation, including relevant loan security documentation;
- (iii) Agreed to provide updates to the LEP Board on the progress of this scheme and the Growing Places Investment Fund as part of the regular Operational Budget Update presented to the Board.

Decision Taken – 09 March 2018 – 2018-19 Core Funding Application

The Executive Committee, on behalf of the LEP Board, considered and approved the Core Funding Application Form for 2018-19 to be submitted to Government.

Decision Taken – 15 March 2018 – DfT Consultation – Major Road Networks

The Executive Committee, on behalf of the LEP Board, considered and approved the Lancashire LEP response to the consultation to be submitted to Government.

2. Transport for Lancashire Committee

28 March 2018 Meeting

The Transport for Lancashire Committee met on 28 March 2018, a summary of the key items considered / approved is as follows:

- **Transport for the North Draft Strategic Plan Public Consultation** – the Committee considered and approved a report identifying a number of issues to be brought to the attention of Transport for the North around proposals for the development and delivery of Northern Powerhouse Rail / Long Term Rail



Strategy, the Major Road Network and Strategic Development Corridor priorities. With the consultation response approved for submission in accordance with the powers of the Committee.

Full agendas and minutes for Transport for Lancashire meetings can be accessed here: <http://council.lancashire.gov.uk/ieListMeetings.aspx?Committeeld=956>

3. City Deal Executive and Stewardship Board

19 February 2018 meeting

The Combined City Deal Executive and Stewardship Board met on 19 February 2018, a summary of the key items considered / approved is as follows:

- **Homes England Quarterly Monitoring Progress Update – Quarter 3 2017/18** – The Executive and Stewardship Board noted progress made by Homes England on the delivery of the City Deal housing sites including key delivery milestones, finances invested, outputs and key risks and emerging issues.
- **City Deal Quarter 3 Implementation Update** – The Executive and Stewardship Board noted the progress made on schemes to date.
- **City Deal Quarter 3 Finance Report** – The Executive and Stewardship Board noted the financial update for Quarter 3 (September – December 2017) and the key risks and issues identified going forward.
- **Preston Western Distributor Update** – the Executive and Stewardship Board noted the progress made on the Preston Western Distributor, including Cottam Link Road and the East West Link Road, and approved the programme of Key Milestones for 2018/19 and 2019/20.
- **City Deal Developments Sites Overview** – The Executive and Stewardship Board considered an overview on development sites and agreed that a further more detailed report on the housing sites would be brought to the June meeting.
- **City Deal Review** – The Executive and Stewardship Board approved the presented Review process and noted that the selection of a consultant was about to commence. The successful consultant would report to the June meeting.
- **Invest Central Lancashire** – the Executive and Stewardship Board noted the update on the Invest Central Lancashire Prospectus and that it will launch on 01 March 2018 at the Inward Investment Conference
- It was noted that Stuart Sage was leaving Homes England and that Cllr Rankin and Lorraine Norris would have left Preston City Council before the



next meeting of the Combined City Deal Executive / Stewardship Board with replacements to be confirmed by each respective authority.

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

4. Growth Deal Management Board

The Growth Deal Management Board met on 21 March 2018, a summary of the key items considered / approved is as follows:

- **Growth Deal Communications Update** - the Committee noted the update provided and recommendations for future publicity activity
- **Northlight Residential Accommodation and Business Units** – the Committee considered and approved the report and mini business case
- **North West Burnley Growth Corridor** – the Committee considered the independent appraisal report from Genecon and agreed to recommend to the LEP Board:
 - a. A maximum Growth Deal funding approval of £4.9m subject to conditions
 - b. To retain the remaining £2.1m of the original £7m allocation to the project for 4 months, pending the final recommendations of the Local Plan Inspector.

Approval of this item has been referred to the LEP Board and is included as part of the Growth Deal approvals paper elsewhere on the agenda.

The reports and minutes for Growth Deal Management Board meetings can be accessed here:

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

5. Enterprise Zone Governance Committee

The Enterprise Zone Governance Committee has not met since the last LEP Board meeting.

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

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



6. Lancashire Skills and Employment Board

The Lancashire Skills and Employment Board met on 11 April 2018, a summary of the key items considered / approved is as follows:

- **ESFA Projects** – the Committee noted progress made with ESFA projects, and approved some changes to the Capacity Building and Engagement Activity plans.
- **Labour Market Intelligence Toolkit** – the Committee received a presentation from Ekosgen on the refresh of the evidence base, and the development of factsheets for each area.
- **Apprenticeships** – the Committee received an update on the progress made on apprenticeships around data analysis and events targeting intermediaries and employers.
- **Local Digital Skills Partnership (LDSP) launch** – it was noted that Lancashire will be the first area nationally to launch a LDSP and are working with DCMS to shape the development of the partnerships. There may also be a fund to support a Digital Skills Coordinator post for a year, if the Lancashire business case was supported by DCMS.

Full agendas and minutes for the Lancashire Skills Board meetings can be accessed here: <http://council.lancashire.gov.uk/ieListMeetings.aspx?CommitteeID=1011>

7. Performance Committee

The Performance Committee has not met since the last LEP Board meeting, however the Head of LEP Coordination has held a briefing meeting with the new Chair, Liam Finnigan to discuss future work of the Committee and it is scheduled to meet in May 2018 with refreshed priorities and performance indicators.

Full agendas and minutes for the Performance Committee meetings can be accessed here:

<http://council.lancashire.gov.uk/ieListMeetings.aspx?CommitteeID=1216>

8. Business Support Management Board

The Business Support Management Board has not met since the last LEP Board meeting but a programme of meetings for 2018 is currently being set with a meeting to be held in May 2018.

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

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



List of Background Papers

Paper	Date	Contact/Tel
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N/A

Reason for inclusion in Part II, if appropriate

N/A