



Lancashire Enterprise Partnership Limited

Private and Confidential: NO

Date: Tuesday, 26 June 2018

LEP Governance and Committees Decisions Report (Appendices 'A' and 'B' refer)

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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.

In addition to a decision summary from each LEP Committee, the LEP Board are also also to consider and approve some minor changes to the LEP Performance Committee Terms of Reference as set out in the Governance section of the report.

Recommendation

The LEP Board is asked to:

- (i) Note the updates provided in this report in relation to Governance and the Committees of the LEP.
- (ii) Approve the revised Terms of Reference for the LEP Performance Committee as attached at Appendix 'A'; and
- (iii) Approve the revised Terms of Reference for the LEP Skills and Employment Board attached at Appendix 'B' and authorise Dr Michele Lawty-Jones, Director of the Lancashire Skills Hub and Martin Kelly, the Director of Economic Development and Planning, to develop an appropriate selection process to identify a Head Teacher with a recommended appointment then submitted to the LEP Board for approval.

Background and Advice

The Lancashire Enterprise Partnership (LEP) Board approved its first 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 latest Assurance Framework dates April 2018 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

LEP Director Recruitment

An open advertisement has been placed inviting applications to appoint three new LEP Directors, details of the advertisement can be found on the LEP website here: <http://www.lancashirelep.co.uk/news/archive/2018/3-new-lep-director-opportunities.aspx>

The closing date for submission of applications is Monday 25th June 2018 with interviews to be held on a date to be confirmed thereafter. A further verbal update will be provided by the Chairman at the Board meeting.

LEP Performance Committee – Terms of Reference

Following the first meeting of the LEP Performance Committee held under the new Chairmanship of Liam Finnigan, the Performance Committee Terms of Reference have been refreshed, the main changes are to section 16 - Remit. The updated Terms of Reference are attached at Appendix 'A' for approval.

LEP Skills and Employment Board – Terms of Reference

A recommendation has been made by the Skills and Employment Board to amend the Terms of Reference of the committee. The recommendation is to include a Head Teacher as a Committee Member. The rationale being that Careers Education, Information, Advice and Guidance (CEIAG) is a strategic priority under the Future Workforce theme of the Lancashire Skills and Employment Strategic Framework. Moreover, there are now 123 schools and colleges in the Lancashire Enterprise Adviser Network, with over 130 businesses supporting them to develop their CEIAG



strategies. The inclusion of a Head Teacher will enable expert input and positive challenge at the committee, in terms of future policy and planning regarding CEIAG.

The LEP Board are asked to approve the revised Terms of Reference for the LEP Skills and Employment Board attached at Appendix 'B' and authorise Dr Michele Lawty-Jones, Director of the Lancashire Skills Hub and Martin Kelly, the Director of Economic Development and Planning, to develop an appropriate selection process to identify a Head Teacher with a recommended appointment then submitted to the LEP Board for approval.

LEP Director – Register of Interests Reminder

LEP Directors are reminded, that they should continually review their register of interests and should any information change ensure their register is updated and submitted to the Company Secretary.

Updates from recent LEP Committee Meetings

1. Executive Committee

Decision Taken – 27 April 2018 – 4 x LEP Committee Appointments

The LEP Executive Committee resolved, on behalf of the LEP Board, to formalise the following Committee appointments to fill the identified vacancies:

- Executive Committee – Councillor Phil Riley
- Transport for Lancashire Committee – Khalid Saifullah
- Enterprise Zone Governance Committee – Mark Rawstron
- Performance Committee – Ann Dean

Decision Taken – 24 May 2018 – East Lancashire College Merger – Consultation Response

The Executive Committee, on behalf of the LEP Board, approved a consultation response regarding the proposed merger between Accrington and Rossendale College and Nelson and Colne College, as presented, and authorised the Director of the Lancashire Skills Hub to submit the response on behalf of the LEP.

Decision Taken – 24 May 2018 – Pilot Careers Hub Submission

The Executive Committee, on behalf of the LEP Board, approved the submission of a pilot proposal for a Lancashire based Careers Hub, building on the success of the Enterprise Adviser Network, to the Careers and Enterprise Company (CEC) by the deadline of Friday 25th May 2018 with the Director of the Lancashire Skills Hub authorised to submit the bid on behalf of the LEP.



2. Transport for Lancashire Committee

5 June 2018 Meeting

The Transport for Lancashire Committee met on 5 June 2018, a summary of the key items considered / approved is as follows:

- **Furthergate Link Road Funding Application** – The Committee considered and approved that the Lancashire Enterprise Partnership Board be recommended to grant the scheme a maximum of £3.44m Growth Deal funding at its next meeting on 26th June 2018.
- **Transforming Cities Fund** - The Committee received a progress report on the 'Transforming Cities' fund. It was agreed that letters of support from Blackpool Council, Blackburn with Darwen Borough Council and Network Rail would be included with the submission with it noted that the deadline for submitting completed application forms was Friday 8th June 2018.
- **Transport for the North Strategic Development Corridor Studies Update** – The Committee received an oral update, in Part II (Private and Confidential) regarding this study with a reminder that Transport for the North's connectivity priorities for the region include connecting the energy coasts, the Central Pennines area and North West to Sheffield city region.

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

3. City Deal Executive and Stewardship Board

The Combined City Deal Executive and Stewardship Board has not met since the last LEP Board meeting held on 24th April 2018, it is next scheduled to meet on 16th August 2018.

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 has not met since the last LEP Board meeting held on 24th April 2018, it is next scheduled to meet on 2nd July 2018.

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 held 24th April 2018, it is next scheduled to meet on 9th July 2018.

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 6 June 2018, a summary of the key items considered / approved is as follows:

- **Lancashire Skills Hub Update** – The Committee was provided with an update on recent Skills Hub activity along with some proposed Terms of Reference and Membership change suggestion. The Committee requested that further consideration be given to the Committee Terms of Reference and Membership.
- **Lancashire Digital Skills Partnership** – An update was received regarding this partnership, it was confirmed it was launched at the Lancashire Digital Skills Summit on Wednesday 18th April 2018. It was also agreed that should a bid for Department for Digital, Culture, Media and Sports (DCMS) for funding via a business case to support the creation of a Digital Skills Coordinator post for one year, that this would be submitted to the LEP Board for approval.
- **Digital Advantage** – The Committee noted a draft evaluation of the 2017 / 18 Digital Advantage programme as presented.
- **European Social Funds – Committed funds and ESFA offer for future opt-in activity** – The Committee supported the recommendations details in the report and recommended that they be referred to the ESIF Committee with an Expression of Interest submitted to the Education and Skills Funding Agency by the deadline of Monday 13th June 2018.
- **ESF Project Progress Report: 'Moving On' and 'Access to Employment'** – A presentation on the progress of this project was received containing the current number of people who have completed the course, and the future projections over the remainder of the contract.

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 met on 22 May 2018, a summary of the key items considered / approved is as follows:

- **Performance Committee – Terms of Reference** – The Committee considered its Terms of Reference and recommended some changes be made (reported under the Governance section of this report). The Committee also reviewed its key areas of activity, agreed that the Chairman and the Head of LEP Coordination consider and identify any risks and new Key Performance Indicators.
- **Lancashire Enterprise Partnership – Financial Outturn Position 2017/18 and Proposed Draft Operational Budget for 2018/19** – The Committee agreed to note the 2017/18 financial outturn position, considered and commented on the draft operational budget for 2018/19 and approved that it be presented, along with a forecast to the LEP Board for approval at its June 2018 meeting.

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 met 6 June 2018, a summary of the key items considered / approved is as follows:

- **Presentation on Productivity Study** – The Committee received a presentation which investigated the systemic causes behind the lag of Lancashire in comparison to other areas and looked for ways to improve the situation.
- **Growth Hub Annual Report 2017/18** – The Committee received the Growth Hub Annual Report for 2017 / 18 containing an update on the overall operation of Boost – Lancashire's Business Growth Hub, levels of activity against ERDF and local key performance indications. The report also contained a summary of any independent evaluation work undertaken in the past year.
- **Overview of Publicity Funded Business Support in Lancashire** – The Committee received a report regarding business support programmes which are operational within the sub-region with detail of how they are performing and working together.
- **Design and Commissioning of Boost 3** – The Committee received a report regarding the process to seek further ERDF funding for the period 2019 – 2021. In addition to a new ERDF bid, it was noted that the Boost team are also



preparing to initiate the process for Lancashire County Council to procure delivery partners for Boost 3. The specifications for these tenders will pick up on the service re-design ideas and the new requirements of the Department for Business, Energy and Industrial Strategy (BEIS).

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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Reason for inclusion in Part II, if appropriate

N/A