



Lancashire Enterprise Partnership Limited

Private and Confidential: NO

Date: Tuesday, 6 November 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 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 Lancashire Enterprise Partnership Committee, the Board is asked to approve a new Business Support Management Board Committee Member and approve the statutory dormant annual accounts for the period ending September 2018 for filing.

Recommendation

The Lancashire Enterprise Partnership Board is asked to:

- (i) Note the updates provided in this report in relation to the Committees of the Lancashire Enterprise Partnership;
- (ii) Approve the appointment of Miranda Barker, Chief Executive Officer at the East Lancashire Chamber of Commerce as a Business Support Management Board Committee Member.
- (iii) Approve the accounts and financial statements for the period ending September 2018 as set out at Appendices 'A' and 'B'; and
- (iv) Approve the revised Transport for Lancashire Committee Terms of Reference as set out at Appendix 'C'.

Background and Advice

The Lancashire Enterprise Partnership 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 October 2018 is publically available on the Lancashire Enterprise Partnership website: <http://www.lancashirelep.co.uk/about-us/about-the-lep.aspx>

The Assurance Framework ensures that the Lancashire Enterprise Partnership records decisions taken by its Board and 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 Lancashire Enterprise Partnership decisions capable of being independently scrutinised.

Since the implementation of the Lancashire Enterprise Partnership's Assurance Framework, the Board and its Committees publish their agendas and minutes on the Lancashire Enterprise Partnership website in accordance with the requirements of the Assurance Framework which includes publishing in accordance with the Local Government Act 1972.

This Governance and Committees Decisions report enables the Lancashire Enterprise Partnership Board and the public to track the key actions of the Committees while also presenting key Governance decisions requiring Board approval.

Governance Updates

Register of Interests – Directors, Committee Members and Officers

Following the Government's Deep Dive Review, one of the actions for the Lancashire Enterprise Partnership was to ensure that, in addition to Directors and Officers, any Committees (or Sub Groups) that provide advice, recommendations or make decisions should have a register of interests published for each Committee Member.

Therefore work is being undertaken to update the Register of Interests as a matter of urgency and specifically include all members of all Lancashire Enterprise Partnership Committees, including:

- The Executive Committee
- The Performance Committee
- The Transport for Lancashire Committee
- Growth Deal Management Board
- Business Support Management Board
- Lancashire Skills and Employment Board
- City Deal Executive
- City Deal Stewardship Board

In addition, existing Lancashire Enterprise Partnership Directors are reminded to continually monitor their own register, and ensure any changes are reported to the



Company Secretary as required. The Company Secretary shall continue to ask Directors to confirm their details are correct formally, on an annual basis.

Business Support Management Board – Appointment of New Committee Member

Directors will be aware that since the resignation of Mikes Damms as a Director in 2017 there has been a vacancy on the Business Support Management Board.

Given the increased role of East Lancashire Chamber of Commerce in both policy development and service delivery, and, the importance of retaining a business voice from East Lancashire, it is recommended that Mike Damms' successor as Chief Executive Officer at the East Lancashire Chamber of Commerce - Miranda Barker, be appointed to the Business Support Management Board.

This recommendation was endorsed by the Business Support Management Board at its meeting held on 19th October 2018. The Lancashire Enterprise Partnership Board is therefore asked to formally approve the appointment of Miranda Barker as a Business Support Management Board Committee Member.

Lancashire Enterprise Partnership – Approval of Dormant Accounts – Year Ending 30th September 2018 (Appendices 'A' and 'B' refer)

The Lancashire Enterprise Partnership is a Company Limited by Guarantee and as such is subject to the Companies Act 2006 with regard to the filing of accounts and annual returns. The Lancashire Enterprise Partnership does not conduct financial transactions itself as Lancashire County Council carries out this function, on behalf of the Lancashire Enterprise Partnership, as the Accountable Body.

Therefore the Lancashire Enterprise Partnership's accounts are in essence dormant, however the company is required to file NIL accounts on an annual basis. This report requests Board approval to the attached NIL accounts and financial statements (Appendices 'A' and 'B' refer) for the period ending September 2018 in order that they can be filed in line with statutory requirements.

Amendment of Transport for Lancashire Committee Terms of Reference (Appendix 'C' refers)

The Board is asked to approve proposed updates as presented to the Transport for Lancashire Terms of Reference attached at Appendix 'C', in relation to the inclusion of scheme preparation and development costs, in order to provide consistency of approach across all three themes, where these costs are eligible for both 'Economic' and 'Skills' schemes. The change is highlighted in red within the "Accountability Framework – Transport" section for ease of reference.



Updates from recent LEP Committee Meetings and Urgent Decisions taken by the Executive Committee

1. Executive Committee – Urgent Decisions Taken

17th July 2018 – Department for Digital Media and Sport – Approval of Grant Offer – Digital Skills Coordinator

The Executive Committee, on behalf of the Lancashire Enterprise Partnership, approved acceptance of a grant offer of £75,000 from the Department for Digital Media and Sport to fund a Digital Skills Coordinator and associated costs to drive forward the Local Digital Skills Partnership in Lancashire.

6th September 2018 – Growing Places Loan Approval

The Executive Committee, on behalf of the Lancashire Enterprise Partnership, approved the provision of a Growing Places Loan facility to a Preston based private sector business subject to finalisation of the loan agreement and all related legal documentation.

20th September 2018 – Growth Deal – Additional Funding Allocation – Advanced Manufacturing Research Centre (AMRC)

The Executive Committee, on behalf of the Lancashire Enterprise Partnership, approved the allocation of an additional £2.800m to the Advanced Manufacturing Research Centre (AMRC) Growth Deal scheme, from the funds no longer required for the Shady Lane and North West Burnley Growth Corridor projects, taking the total allocation for the AMRC project to £20.000m which is sufficient to fully fund the preferred build option.

3rd October 2018 – Appointment of a new Skills and Employment Board Member

The Executive Committee, on behalf of the Lancashire Enterprise Partnership, approved the appointment of Gareth Lindsay, Managing Director of North Lancashire Training Group (NLTG) as the training representative on the Lancashire Skills and Employment Board, replacing the retiring Steve Gray.

23rd October 2018 – Approval of a submission to Department for Digital, Culture, Media and Sport – Digital Skills Innovation Fund

The Executive Committee, on behalf of the Lancashire Enterprise Partnership, approved, that the Director of the Lancashire Skills Hub be authorised to submit an application to Government on behalf of the Lancashire Enterprise Partnership, for the Digital Skills Innovation Fund, with four potential project identified, by the closing date for submissions of Sunday 28th October 2018.



2. Transport for Lancashire Committee

The Transport for Lancashire Committee has not met since the last Lancashire Enterprise Partnership Board meeting held on 26th June 2018.

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

3. City Deal Executive and Stewardship Board

16th August 2018 – City Deal Executive and Stewardship Board Meeting

The Combined City Deal Executive and Stewardship Board met on 16th August 2018 and considered / approved the following:

- **Re-Imagining the Harris Project** – The Executive / Stewardship Board considered and approved a report regarding the allocation of £1.000m from the Community Infrastructure Fund towards the Re-Imagining the Harris Project on the terms presented.
- **Homes England Quarterly Monitoring Progress Update – Q4 2017/18 and Q1 2018/19** – The Executive / Stewardship Board noted that 91% of Homes England residential City Deal sites had planning consent in place. Housing starts had been claimed for 1338 units on 42% of City Deal sites to date and there have been 418 housing completions in addition to noting overall progress.
- **2018-21 Homes England Business and Disposal Plan** – The Executive and Stewardship Board noted progress towards the successful delivery of the 11 Homes England City Deal sites and the level of current and future investment into the City Deal by Homes England as presented in the report and approved the updated Business and Disposal Plan 2018/21 as presented.
- **Independent Review of the Preston, South Ribble and Lancashire City Deal** – The Executive and Stewardship Board received a presentation on progress regarding the comprehensive review of the City Deal and noted that a final report on the findings of the independent review of the City Deal and Housing Sites be presented to the next meeting, that options for taking forward the report's recommendations be developed by the City Deal Review Group over autumn. It was also approved that from Spring 2019 that the City Deal Review Group implement any refreshed arrangements, providing greater certainty for current / future programmes with strengthened partnership working.

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 met twice since the last meeting of the Lancashire Enterprise Partnership Board.

2nd July 2018 – Growth Deal Management Board

The Growth Deal Management Board met on 2nd July 2018 and considered / approved the following:

- **Governance Documents** – The Board approved a suite of refreshed governance documents as presented – Growth Deal Implementation Plan, Growth Deal Monitoring and Evaluation Sub Group Terms of Reference and Growth Deal Monitoring and Evaluation Framework.
- **AMuseum Appraisal Report** – The Board considered a report and approved:
 - Deferring of the funding recommendation to the October meeting.
 - That the Project Sponsor respond to the issues raised within both the appraisal report and the independent review summary; and
 - That the Growth Deal Programme Manager provide the additional conditions and requirements of the Committee to the Project Sponsor and requested that these conditions must be satisfied at the October Board meeting.
- **Programme and Project Update Report** – The Board considered a report and approved:
 - That officers continue discussions with Warwick Economics and Development in terms of the extension of the evaluation programme.
 - Noted updated conditions relating to the North West Burnley Growth Corridor.
 - That the Lancashire Enterprise Partnership Board be recommended to approve a further funding approval of £2.800m from Growth Deal funds to the Advanced Manufacturing Research Centre (AMRC) North West Project, subject to the requirements considered.
 - That the Shady Lane Project, reported as not now proceeding, would have its funding allocated to the AMRC project.
 - That the above decisions left £800,000 of unallocated funds within the programme.
 - That a Blackpool Conference Centre Marketing report be noted.
- **Growth Deal Finance Summary July 2018** – The Board considered a report and approved:
 - That the spend to date, together with spend to be made in future years be noted.
 - That the forecast of funding to be balanced to the funding available be noted.



- That consideration be given to the continued profiling of funding forecasts being as accurate as possible, with the Board managing existing projects in order to recoup any slippage and ensure new projects remain on track in line with their spend profile.
- **M55 St Annes Link Road – Business Case Updates** – The Board noted an oral update regarding the M55 St Annes Link Road scheme and agreed that a meeting should be held between the Director of Community Services at Lancashire County Council, the Growth Deal Programme Manager and Legal Officers in order to capture the combined activities required by all concerned parties.

3rd October 2018 – Growth Deal Management Board

The Growth Deal Management Board also met on 3rd October 2018 and considered / approved the following:

- **Lomeshaye Industrial Estate Extension – Business Case Appraisal** – The Board received a presentation from Eskogen in addition to a written report and agreed to recommend to the Lancashire Enterprise Partnership Limited Board at its next meeting, the grant funding approval of up to £4.000m for the Lomeshaye Industrial Estate Extension subject to the terms and conditions as presented.
- **Growth Deal Programme and Project Update Report** – The Board noted a written report and agreed that a further update should be obtained from the Project Applicant for the M55 to St Anne's Link Road scheme as a matter of urgency, with a further update provided to the next Board meeting. In addition the Board requested that the document presenting the Growth Deal Programme – Project Metrics data be altered for future meetings to enable to Board to track and monitor progress / slippage towards the achievement of core output targets.
- **Growth Deal Finance Summary** – The Board received a written report and noted the spend to date, together with spend to be made in future years. Noted the forecast of funding to be balanced to the funding available, and, considered the continued profiling of funding forecasts and requested that they are regularly reported to the Board to monitor and action.
- **Merger of Accrington and Rossendale College with Nelson and Colne College** – The Board agreed to consider this item of urgent business and received a written report and agreed to support the proposal to contribute £500,000 from the Lancashire Growth Deal Programme to the merger, subject to independent appraisal of the business case and formal approval by the Lancashire Enterprise Partnership Board.



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 met on 9th July 2018.

9th July 2018 – Enterprise Zone Governance Committee

The Enterprise Zone Governance Committee met on 9th July 2018 and considered / approved the following:

- **Blackpool Airport Enterprise Zone Progress Report** – The Committee considered a written report. It approved and endorsed for submission to the Ministry of Housing, Communities and Local Government the Blackpool Airport Enterprise Zone Delivery Implementation Plan and the Marketing Strategy. In addition the Committee also approved the modified Governance Structure for Blackpool Airport Enterprise Zone.
- **Hilhouse Technology Enterprise Zone Update Report** – The committee received and noted a written report updating on all aspects of this Zone, including Masterplan developments, Delivery and Implementation, Marketing Strategy, Marketing Activity, Governance and enquires received for the site.
- **Samlesbury Aerospace Enterprise Zone** – The committee received an oral update including latest site developments led by BAE Systems and an update on the Advanced Manufacturing Research Centre.
- **Warton Aviation Enterprise Zone** – The committee received an oral update including which companies had recently moved in on site.

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 10th October 2018.

10th October 2018 – Lancashire Skills and Employment Board

The Lancashire Skills and Employment Board met on 10th October 2018 and considered / approved the following:



- **Update from the Lancashire Skills and Employment Hub** – The Board received a written report, noting the establishment of the T Levels 'Route Ready' project and the level of engagement of partners in the Route Ready Networks and Industry Placement workshop. In addition the Board noted proposed governance structures for Skills Advisory Panels and discussed capacity to take forward the proposed analytical toolkit.
- **Careers Hub** – The Board received a presentation updating on the establishment of the Lancashire Careers Hub. It was noted that the proposal to the Careers and Enterprise Company to secure a pilot Careers Hub in Lancashire, spanning Blackpool, Burnley and Pendle, was successful. It was also noted that the Careers Hub aims to build on the strong foundations of the Lancashire Enterprise Adviser Network. The Board also discussed further sustainability beyond the end of the current funding (August 2020).
- **Lancashire Employer Skills Forum** – The Board received a written report including a set of Terms of Reference for the Forum for review. It was noted that the Forum was set up to mirror the Adult Skills Forum, and as per the Lancashire Skills Escalator, will seek to simplify the European Social Fund offer to businesses and facilitate collaboration between projects. The Board noted the report and approved the Terms of Reference for the Lancashire Employer Skills Forum.
- **Innovation Strategy** – The Board received and noted a presentation on the Innovation Plan for Lancashire, including strategic aims and objectives.
- **European Social Funds – Education and Skills Funding Agency Opt-In** – The Board received a written report and approved the changes to the Capacity Building / Engagement Activity Plans, subject to maintaining the original amount of allocation funding to Mental Health and Complex Barriers Specialist Awareness. In addition the Board noted the allocations for the 2019-21 programme and extensions to the current projects.
- **Merger of Accrington and Rossendale College with Nelson and Colne College** – The Board was provided with an update on the proposed merger of these colleges and noted that the Growth Deal Management Board had, at its 3rd October 2018 meeting, agreed in principle to the allocation of a £500,000 from the Lancashire Growth Deal programme toward the merger, subject to independent appraisal of the business case and Lancashire Enterprise Partnership Board approval.

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 Lancashire Enterprise Partnership Board meeting held on 26th June 2018.



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 on 19th October 2018.

19th October 2018 – Business Support Management Board

The Business Support Management Board met on 19th October 2018 and considered / approved the following:

- **Business Support Management Board Membership** – The Board considered a written report and agreed to recommend to the Lancashire Enterprise Partnership Board that Miranda Barker, Chief Executive Officer, East Lancashire Chamber of Commerce be appointed as a Business Support Management Board Member.
- **Growth Hub Performance Update** – The Board considered and noted a written report on Growth Hub Performance including Quarter 3 2018 performance monitoring for the Boost 2 European Regional Development Fund project that is now drawing to a close. An update on the application for Boost 3 (2019-21) funding which was approved at the last Lancashire European Structural and Investment Fund Committee with partners being procured to commence delivery of the programme from 1st January 2019 onwards.
- **Northern Powerhouse Investment Fund – Update** – The Board received a written report on this £100.000m fund and noted that £60.000m had been directly invested in small and medium sized companies since its launched in deals that have attracted an additional £40.000m of investment from the private sector. In addition the Board noted the input and presentation from the British Business Bank and discussed the continued effective performance of the Fund working with local business stakeholders moving forward.
- **Productivity in Lancashire – Update** – The Board received a written report from the University of Central Lancashire on Productivity in Lancashire, work commissioned by the Lancashire Enterprise Partnership. The Board provided feedback on the presentation and noted the recommended findings and actions contained within the detailed report.
- **The Clean Growth / Low Carbon Business Offer in Lancashire** – The Board received and noted a written report regarding supporting the development of the Low Carbon or Clean Growth economy which contained details of how the East Lancashire Chamber of Commerce are acting to draw together the low carbon and carbon reduction offer to businesses, to ensure



these projects operate in a co-ordinated way, are well understood and easy to navigate for businesses.

- **The Use of European Structural Fund to Support Business Development in Lancashire** – The Board received and noted a written report which updated on projects covering Lancashire, committing £41.644m. It was noted that a total of 21 pipeline projects totalling £31.000m are at outline / full application stage which gives an overall total of £85.000m. Lancashire will have almost 58% of the programme committed if all the projects are contracted.

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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None

Reason for inclusion in Part II, if appropriate

N/A