



Lancashire Enterprise Partnership Limited

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LEP Governance and Committees Decisions Report

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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 the Committees for approval.

The report also contains a Governance update in relation to the Committees Terms of Reference.

Recommendations

The LEP Board is asked to:

- (i) Approve the five revised Committee Terms of Reference as presented at Appendices 'A' to 'E'.
- (ii) Consider nominations to fill the five Committee vacancies identified in the report, and;
- (iii) Note the updates provided in this report in relation to the Committees of the LEP.

Background and Advice

The Lancashire Enterprise Partnership Board (LEP) approved a LEP Assurance Framework on 17th March 2015 which was subsequently submitted to Government as final in April 2015. 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 Sub-Committees in an open and transparent way. The purpose is to ensure that arrangements are in place enabling 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 Assurance Framework, the LEP and its Sub-Committees publish their agendas and minutes on the LEP website. In order to ensure the LEPs decision making is open and transparent in relation to the Sub-Committees this report presents updates from each of the Sub-Committees and, where applicable, contains decisions that are outside of the Sub-Committees powers and require referral to the LEP Board for approval.

Governance Updates

Revisions to Committee Terms of Reference

LEP Directors will be aware that the LEP Assurance Framework was approved and published in April 2015. As a matter of good governance it is recommended that the Assurance Framework be reviewed on an annual basis to ensure it is kept up to date and relevant. It is intended that a full review be conducted in the next two months with an updated Assurance Framework presented to the LEP Board meeting to be held on 14th June 2016 for approval.

With that in mind a review of the current Terms of Reference of the eight Committees of the LEP has been undertaken and suggested minor revised versions of the following five Committees are attached at appendices 'A' to 'E' for approval:

- Business Support Management Board (Appendix 'A')
- EZ Governance Committee (Appendix 'B')
- Growth Deal Management Board (Appendix 'C')
- Lancashire Skills and Employment Board (Appendix 'D')
- Performance Committee (Appendix 'E')

The main changes that are highlighted in the attached are clarification regarding the use of substitute representatives on some of the Committees where substitutes have previously attended, the inclusion of wording to state that any observers that attend Committee meetings are subject to the LEP Assurance Framework protocol on observer attendees and some minor revisions to the quorums required for each Committee to be able to conduct business.

The proposed changes are intended to provide enhanced consistency and flexibility across all the Committees to ensure business can be conducted effectively.

Committee Vacancies

In addition to the minor changes highlighted in the appendices there are a number of vacancies that the LEP Board are asked to consider filling as follows:

- 2 x vacancies on the Enterprise Zone Governance Committee
- 2 x vacancies (newly created) on the Performance Committee
- 1 x vacancy (Private Sector nominee) Lancashire Skills and Employment Board



Updates from recent LEP Committee Meetings

1. Executive Committee

No decisions have been taken by the Executive Committee since the last meeting of the LEP Board.

2. Transport for Lancashire Committee

The Transport for Lancashire Committee is scheduled to meet on 5th April 2016 (prior to the LEP Board meeting). It will consider a report regarding the Blackpool Tramway Scheme which, subject to the Committees comments, will be presented to the LEP Board for consideration on 5th April 2016.

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

The City Deal Executive and Stewardship Board, Chaired by Jim Carter (Executive) and Deborah McLaughlin (Stewardship Board) met on 21st March 2016.

Executive and Stewardship Board meeting – 21st March 2016

Presentation - Lancashire Strategic Transport Prospectus (LSTP)

A presentation was provided on the LSTP, which set out the National Strategic Transport Priorities and suggested possible future transport investments in the City Deal area that would support those priorities.

HCA Business and Disposal Plan (BDP) and Progress Update

The 2016/19 HCA BDP was presented to the Board for endorsement and included delivery milestones for each of the HCA housing and employment sites for the next three year period. The report updated on progress made in the current year which showed that; developer partners are now in place on 5 of the 11 HCA City Deal sites, 3 of which are already under construction, planning consent has been secured on 6 HCA sites for 2,671 homes, developers are in place to deliver 1,159 homes and 80 homes have been completed to date. Total loan investment from the HCA into the City Deal is £12.4m and the first grant payment of 3.4m is due to be made in 2016/17.

City Deal Implementation update – Year 2 Quarter 3

The Quarter 3 project and finance monitoring reports were presented to the Board for noting. The report demonstrated that overall good progress had been made during the period September – December 2015 with slippages being reported on a small number of schemes. It was agreed that in future, monitoring reports be



brought nearer to quarter end and that they include a forward look of issues for the next quarter.

Communications and Marketing Update

Tim Seamans and Ruth Connor attended the meeting and gave an overview of recent and planned activity, which included a number of high profile LEP events where City Deal had/would be referenced for e.g. Insider 'Business of Lancashire' Conference, Lancashire Business View interview and potential article in the FT Northern report by Andy Bounds.

Draft 2016-19 City Deal Business and Delivery Plan

The Draft and confidential 2016-19 City Deal Business and Delivery Plan was presented to the Board for consideration and approval. The Plan is "Draft" at this stage, due to the ongoing Resources Review, which is analysing the impact of proposed government policy changes on the Deal and testing assumptions made in terms of the pace of housing delivery and cost of delivering schemes. The final Plan will be presented in June once the findings of the Review are known.

Performance Committee Update Report

The CD E&SB approved a report to undertake a peer review of performance, working with the Performance Committee, to provide assurance on three key areas relating to; the pace and delivery of the infrastructure construction programme; the question of value for money related to the delivery of the schemes; and the assessment of social value where infrastructure contracts are awarded. Keppie Massie consultants have been retained to undertake the work and in the first instance, the findings will be reported to a special meeting of the CD E&SB meeting being held on 11th May.

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, Chaired by Graham Cowley, met on 9th March 2016.

Board Meeting held on 9th March 2016

The Board considered and approved reports and presentations on the following:

- (i) Business Case Presentations regarding Burnley Vision Park, Lancashire's First Fab Lab, Café Northcote. The Board agreed to recommend Burnley Vision Park for LEP Board approval but requested that sponsors address some issues in relation to Lancashire's First Fab Lab and Café Northcote.



- (ii) Building Research Establishment Environmental Assessment Methodology (BREEAM). The Board resolved that in view of the disparity between the BREEAM accreditations required in connection with Skills Capital Bids and Growth Deal bids (which did not insist on any accreditation above building regulations) the LEP Board are recommended to agree that in future the requirements for Skills Capital bids should be no different than those for Growth Deal.

A separate report is included in this agenda relating to decisions referred to the LEP Board for consideration regarding Growth Deal.

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 last met on 26th January 2016 as reported previously to the LEP Board. It is scheduled to meet next on 1st June 2016.

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 Skills and Employment Board, Chaired by Amanda Melton, met on 23rd March 2016

Board Meeting – 23rd March 2016

The Board considered and approved reports on the following:

- (i) An update from the Lancashire Skills Hub.
- (ii) Strategic Framework and the ESIF Programme.
- (iii) A DWP presentation of Welfare Reforms and Universal Credit.
- (iv) Economic Impact of Lancashire Training Providers.
- (v) Adult Further Education – Outcome Based Success Measures
- (vi) Draft Devolution – Skills and Employment 'ask'.
- (vii) Area Based Review (ABR); and
- (viii) Growth Deal Skills Capital – Round 2.

The Growth Deal Capital – Round 2 – appraisals and recommendations of the 6 projects details is subject to a separate report.

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, Chaired by Richard Evans, last met on 8th January 2016 as reported previously to the LEP Board. It is scheduled to meet next on 24th May 2016.

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, Chaired by Mike Blackburn, met on 21st March 2016.

Board Meeting - 21st March 2016

The Board received a presentation regarding Lancashire Access to Finance Service – Making an Impact programme overview.

There were no items specifically referred to the LEP Board for approval.

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

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