

**MINUTES OF THE MEETING OF THE
LEEDS CITY REGION ENTERPRISE PARTNERSHIP BOARD
HELD ON WEDNESDAY, 13 JUNE 2018 AT COMMITTEE ROOM A -
WELLINGTON HOUSE, LEEDS**

Present:

Roger Marsh OBE (Chair)	Leeds City Region Enterprise Partnership
Councillor Judith Blake CBE	Leeds City Council (to minute 20)
Ian Cherry	Nexus Vehicle Management
Professor Bob Cryan CBE	University of Huddersfield
Nicola Greenan	East Street Arts
Councillor Susan Hinchcliffe	Bradford Council
Amir Hussain	Yeme Architects
Councillor Shabir Pandor	Kirklees Council
Rashik Parmar MBE	IBM Academy of Technology
Councillor Tim Swift MBE	Calderdale Council
Councillor Andrew Waller	City of York Council (to minute 23)
Andrew Wright	Reliance Precision

In attendance:

Simon Pringle	Project Rome
Tom Riordan	Leeds City Council
Ben Still	West Yorkshire Combined Authority
Angela Taylor	West Yorkshire Combined Authority
Caroline Allen	West Yorkshire Combined Authority
Melanie Corcoran	West Yorkshire Combined Authority
Sue Cooke	West Yorkshire Combined Authority
David Shepherd	West Yorkshire Combined Authority
David Walmsley	West Yorkshire Combined Authority
Tom Gifford	West Yorkshire Combined Authority
Patrick Bowes	West Yorkshire Combined Authority
Jacqui Warren	West Yorkshire Combined Authority
Ruth Chaplin	West Yorkshire Combined Authority

1. Chair's Comments

In welcoming Members to the annual meeting, the Chair announced that Councillor Tim Swift had received a MBE in the Queen's Birthday Honours and the Board congratulated him on the award.

The Chair highlighted some of the headline achievements and the progress made by the LEP, working in partnership with the Combined Authority over the last year and he thanked members for their support.

2. Membership of the Leeds City Region Enterprise Partnership Board

The Board considered a report of the Director of Resources which asked the Leeds City Region Enterprise Partnership Board (the LEP Board) to:

- Note the local authority representatives and substitutes appointed to the LEP Board.
- Confirm the private sector representatives on the LEP Board.
- Confirm the member of the LEP Board to represent and engage with the SME business community.

Councillor Swift advised that his substitute on the LEP Board would be Councillor Barry Collins.

Resolved:

- (i) That the local authority representatives and substitutes appointed to the LEP Board as set out in Appendix 1 to the submitted report be noted.
- (ii) That the private sector representatives on the LEP Board as set out in Appendix 2 to the submitted report be confirmed.
- (iii) That Joanna Robinson be confirmed as the member of the LEP Board to represent and engage with the SME business community.

3. Appointment of the Deputy Chair of the LEP

The Board considered a report of the Director of Resources on the appointment of a Deputy Chair of the Leeds City Region Enterprise Partnership (the LEP).

Resolved: That the LEP Board appoints Councillor Tim Swift as Deputy Chair of the LEP for 2018/19.

4. Nomination to the West Yorkshire Combined Authority and Appointments to Outside Bodies

The Board considered a report of the Director of Resources regarding LEP Board nomination to the West Yorkshire Combined Authority and appointments to outside bodies.

Resolved:

- (i) That Roger Marsh as Chair of the LEP Board, be the LEP Member on the Combined Authority and Professor Bob Cryan to be the substitute LEP Member on the Combined Authority.
- (ii) That the appointment of Roger Marsh, Chair of the LEP, as a co-opted member of Transport for the North, with Ian Cherry as his substitute, be

noted.

- (iii) That Roger Marsh, Chair of the LEP, is a nominated representative to the Strategic Oversight Board for Northern Powerhouse Investment Fund Ltd, with Ben Still, Chief Executive Officer of the LEP as his alternative, be noted.

5. Apologies for Absence

Apologies for absence were received from Adam Beaumont, Joanna Robinson and Councillors Peter Box, Richard Cooper and Carl Les (and his substitute Andrew Lee).

6. Declarations of Interest

In accordance with the requirements of the LEP Board Members' Code of Conduct, Members were reminded of their obligation to review their individual register of interests before each LEP Board meeting and to declare any interests.

7. Exclusion of the Press and Public

There were no items on the agenda requiring the exclusion of the press and public.

8. Minutes of the meeting held on 27 March 2018

Resolved: That the minutes of the meeting held on 27 March 2018 be approved and signed by the Chair.

9. Appointment of Panels and Advisory Group to the LEP (Business Communications Group)

The Board considered a report of the Director of Resources in respect of the appointment of panels and advisory group to the LEP (Business Communications Group):

- To note the West Yorkshire Combined Authority's (the Combined Authority's) proposals to appoint panels at its annual meeting, to advise the Combined Authority and report to the LEP Board.
- To ask the LEP Board to appoint the Business Communications Group as an advisory group of the LEP Board, and confirm its membership and chair, and updated governance arrangements.

Resolved:

- (i) That the Combined Authority's proposals to appoint the following panels (advisory committees) at its annual meeting, which will also advise the LEP, be noted:

- Business Innovation and Growth Panel
 - Employment and Skills Panel
 - Green Economy Panel
 - Inclusive Growth Panel
 - Place Panel
- (ii) That the LEP Board appoints the Business Communications Group as an advisory group of the LEP Board.
- (iii) That the membership of the Business Communications Group as set out in Appendix 1 to the submitted report be confirmed.
- (iv) That the updated governance arrangements for the Business Communications Group as set out in Appendix 2 to the submitted report be endorsed.
- (v) That Joanna Robinson be appointed as Chair of the Business Communications Group.

10. Governance Arrangements

The Board considered a report of the Director of Resources on the governance documents for the Leeds City Region Enterprise Partnership (LEP) and considered the following which were attached at Appendices 1-5 of the submitted report:

- LEP Constitution
- LEP Procedure Rules
- Access to Information Annex
- Code of Practice for recording meetings
- LEP Board Members' Code of Conduct

Resolved: That the governance document attached at Appendices 1-5 of the submitted report be approved.

11. Annual Report on Complaints and Whistleblowing

The Board considered a report of the Director of Resources which:

- Provided an annual report in respect of complaints and concerns raised about the LEP and/or members of the LEP Board this year.
- Sought approval to the updated LEP complaints procedures and whistleblowing policy, to provide for comprehensive annual reporting arrangements.

Resolved:

- (i) That the LEP Board notes that no complaints or concerns have been raised this year under the LEP's complaints procedures, the Combined Authority's complaints policy or the LEP's whistleblowing policy.

- (ii) That the LEP Board approves:
 - (a) The LEP whistleblowing policy as set out in Appendix 1 to the submitted report.
 - (b) The procedure for considering complaints alleging a failure to comply with the LEP Board Members' Code of Conduct as set out in Appendix 2 to the submitted report.
 - (c) The LEP's confidential complaints procedure as set out in Appendix 3 of the submitted report.

12. Remuneration and Expenses Scheme and Annual Summary

The Board consider a report of the Director of Resources which:

- Provided the annual summary of remuneration and expenses paid to members of the LEP Board.
- Sought adoption of the LEP Board Members' Remuneration and Expenses Scheme for 2018-19.

Resolved:

- (i) That the LEP Board Members' Remuneration and Expenses Scheme for 2018/2019, attached at Appendix 1 of the submitted report, be adopted.
- (ii) That the annual summary of remuneration and expenses, attached at Appendix 2 of the submitted report, be noted.

13. Equality and Diversity Policy and Statement

The Board considered a report of the Executive Head of Economic Services on the Equality and Diversity Policy and Statement.

The Policy and Statement was attached at Appendix 1 to the submitted report and a table outlining the composition of the Board following the LEP Board and Panel recruitment exercise undertaken in autumn 2017 was attached at Appendix 2. It was noted that the City of York Council's appointment to the LEP Board was Councillor Andrew Waller and Appendix 2 would be amended.

Resolved: That the Equality and Diversity Policy and Diversity Statement attached at Appendix 1 to the submitted report be approved.

14. Calendar of Meetings 2018/19

The Board considered a report of the Director of Resources on the proposed calendar of meetings for the LEP Board for 2018/19 and the provisional dates for panels appointed by the West Yorkshire Combined Authority (Combined

Authority) which report to the LEP Board and other committees.

Resolved:

- (i) That the calendar of meetings proposed for the LEP Board for 2018/2019 as detailed in Appendix 1 of the submitted report be approved.
- (ii) That the provisional meeting dates for panels to be appointed by the Combined Authority which report to the LEP Board, as detailed in Appendix 1 of the submitted report be noted.
- (iii) That the provisional meeting dates for the Transport Committee, West Yorkshire & York Investment Committee and the Business Investment Panel, as detailed in Appendix 1 of the submitted report be noted.

15. Panel Chair Updates

The Panel and Group Chairs were thanked for the following reports which were presented to the Board for information and update and, in discussing and noting the reports the following comments were made:

In respect of the Business Innovation and Growth Panel, the Board thanked Andrew Wright for giving evidence at a meeting of the Business, Energy & Industrial Strategy Select Committee, chaired by Rachel Reeves MP, where the productivity challenge was discussed.

Members welcomed the news that Leeds City Region's submission has been shortlisted by Channel 4 for its national headquarters or one of their 3 new creative hubs. A presentation would be given to Channel 4 as part of the bidding process and the Board was assured that this would be a collegiate City Region approach and input from all partners across the region was recognised. It was anticipated that Channel 4 would make an announcement on their preferred location in the Autumn.

The Board discussed the support provided to businesses and how this could be encouraged through broader engagement across the region and it was suggested that this could be considered further by the Business Innovation and Growth Panel.

With regard to the Employment and Skills Panel update, the Board discussed the delivery of the Skills Service which was now being undertaken by West Yorkshire Consortium of Colleges. Members also discussed apprenticeships and the need to ensure that relevant courses were available and affordable and it was suggested that it may be beneficial for the partner councils to consider these issues further. The Board recognised the importance of inclusive growth and noted that it continues to be embedded across the City Region. It was reported that a proposal to establish a formal Inclusive Growth Panel which would oversee and monitor the realisation of inclusive growth was to be considered by the Combined Authority at its annual meeting.

Resolved: That the updates be noted.

16. Capital Programme Update

The Board considered a report of the Director of Delivery which provided an update on progress made on the implementation of the West Yorkshire Combined Authority's capital programme in 2017/18.

A summary of each of the Combined Authority's capital programmes was provided in Table 1 and spend by priority in respect of the Growth Deal target expenditure was outlined in Table 2 of the submitted report. The dashboards for the Growth Deal and West Yorkshire plus Transport Fund were attached at Appendices 1 and 2 and detailed the final spend and RAG rating of each project.

The Growth Deal performance and the outputs achieved to the end of 2017/18 were detailed in Table 3 and it was noted that activity was ongoing to ensure all projects accurately collate, evidence and report on outputs. Members noted the update on project progress and performance and the report outlined the projects which currently have a red RAG rating.

Progress in respect of the Local Transport Capital Programme, which includes five funding streams, was outlined in the submitted report. This included the Local Transport Plan Integrated Transport Block (LTP) and National Productivity Investment Fund (NPIF) and a breakdown of the initial allocation for 2017/18 and 2018/19 and expenditure on each project was provided at Appendix 3. The report also provided an update on other transport and economic development funding which included the DfT Cycle City Ambition Fund, WY Cycling and Walking Fund, Ultra Low Emission Vehicles, the WY Broadband programme and the Growing Places Fund.

Resolved: That the progress made in implementing the Combined Authority Capital Programme be noted.

17. Increasing the Region's Global Profile to Attract Investment

The Board considered a report of the Executive Head of Economic Services which set out options for Leeds City Region to increase its global profile, in particular to determine the LEP view on attendance at the MIPIM property and investment conference in 2018/19.

Members discussed the report which highlighted a number of alternatives and recommendations for the Board to review and consideration was given to the LEP's involvement and approach to achieving the objectives for increasing the City Region's global profile. They considered a number of options which were detailed in the submitted report and discussed their advantages, disadvantages and the assessments made against each in terms of their relative effectiveness in achieving key objectives.

In respect of the region's presence at MIPIM 2018, it was reported that there had been good attendance and support from Leaders across the City Region and extremely positive feedback had been received from the business community and private sector sponsors. The Board acknowledged that the MIPIM event opened up key investment and property development opportunities to the City Region and, based on conversations with representatives from local authorities who had also attended, it was considered beneficial to attend in order to maintain the momentum and continue to build on the business relationships and enhance the profile and reach of the City Region.

The Board discussed alternative major events which were detailed in the submitted report. However, rather than consider them as viable alternatives to MIPIM, it was suggested that consultation be undertaken to develop a business case for attending some of these events which will further contribute to the LEP's overall objectives which were set out in paragraph 2.1 of the submitted report.

A summary of the previous year's MIPIM expenditure was attached at Appendix 1 and the Board discussed the options for funding which were outlined in the submitted report. It was noted that the event was currently funded by contributions from the public and private sector and it was reported that major sponsors were already committing to a sponsorship package should the Leeds City Region attend MIPIM in 2019.

Resolved:

- (i) That the continued involvement in MIPIM be approved.
- (ii) That the following proposals to better target the public investment be adopted:
 - Attendance at MIPIM UK is reduced with a smaller Leeds City Region exhibition stand.
 - Attendance at MIPIM Cannes 2019 is consistent with the recent MIPIM 2018 format and scale.
 - A private sector sponsorship generation target of over £400,000.
 - The Combined Authority contributes £120,000 on the basis that this is reduced if the sponsorship target is exceeded or any cost savings are derived in the organisation and delivery stages of the event.
- (iii) That consultation be undertaken regarding a business case for alternative events to also be considered, which will further contribute to the LEP's overall objectives set out in paragraph 2.1 of the submitted report.
- (iv) That the Combined Authority be asked to monitor and review the reputational context of the event.

18. Transforming Cities Fund

The Board considered a report of the Interim Director of Policy and Strategy which:

- Provided an update on the development of the Transforming Cities Fund following the stage 1 submission on 8 June 2018.
- Sought formal support for the stage 1 submissions.

The Board had previously been provided with an overview of the Transforming Cities Fund and it was reported that following a member workshop, the Transport Committee had considered the scope and detail prior to the stage 1 submission. The submission had been published on the Combined Authority's website and copies of the submitted application form were available at the meeting.

The Board was advised that in the development of the second stage decision, the Department for Transport will work with up to 10 successful non-mayoral city regions to develop scheme specific proposals. It was anticipated that the second stage detailed bids would be developed throughout the year.

In endorsing the submission, it was agreed that a letter of support be sent by the Chair on behalf of the LEP Board to the Secretary of State for Transport.

Resolved:

- (i) That the Leeds City Region Transforming Cities Fund Stage 1 submission be endorsed.
- (ii) That the LEP Board write to the Secretary of State for Transport in support of the Leeds City Region Transforming Cities Fund Stage 1 submission.

19. North East, Yorkshire and Humber Energy Hub

The Board considered a report of the Interim Director of Policy and Strategy which:

- Provided an outline of the new combined North East, Yorkshire and Humber Energy Hub.
- Sought endorsement from the LEP Board to the establishment of the Hub.
- Sought the LEP Board's approval to delegate to the Combined Authority's Managing Director the authority to submit City Region bids under £10,000 to the Hub Board and Tees Valley Combined Authority.

It was reported that the Department for Business, Energy and Industrial Strategy (BEIS) is funding energy strategies for Local Enterprise Partnerships and the Combined Authority is currently developing its energy strategy and delivery plan. To support delivery of the strategies, BEIS are also funding five

new energy hubs including a North East, Yorkshire and Humber (NEYH) Energy Hub which will include the Leeds City Region (LCR). The objectives of the Hub were outlined in the submitted report and it was noted that the Tees Valley Combined Authority (TVCA) will act as the lead accountable local authority for the consortium of six LEPs and will manage the Hub's two year budget. The Combined Authority will receive £100,000 over two years from the Hub and would be responsible for:

- Recruitment and all employment liabilities of a local LCR officer.
- Consultancy project development budget to be spent on city region projects identified in the Energy Strategy and Delivery Plan/other.
- Submission of local projects to the Programme Manager and Hub Board in line with TVCA's Assurance Framework.

It was noted that as the lead local authority, TVCA has signed a Memorandum of Understanding (MoU) with BEIS for two years and a Memorandum of Agreement (MoA) has also been drafted by TVCA which will need to be signed by all LEPs in the consortium

It was anticipated that the Hub will be fully established by August 2018 and will complement the work of the Energy Accelerator.

Resolved:

- (i) That the development of the new Hub and the additional capacity and support it will offer the City Region in developing local energy projects be endorsed.
- (ii) That the authority to submit City Region bids under £10,000 to the Hub Board and the Tees Valley Combined Authority for approval be delegated to the Combined Authority's Managing Director.
- (iii) That the authority to submit City Region bids over £10,000 to the Hub Board and Tees Valley Combined Authority for approval be delegated to the Combined Authority's Managing Director in consultation with the Green Economy Panel.

20. Economic Reporting

The Board considered a report of the Interim Director of Policy and Strategy which provided an update on the latest economic and business intelligence.

Members discussed the report and appendices which covered the main local, national and international economic developments since the last meeting. It was suggested that it would be helpful to consider additional measures in future reports to get a more balanced perspective and better understanding, particularly in relation to competitiveness and how well official national data on productivity reflects the City Region's economic performance. It was also noted that the report will include a narrative on Brexit issues going forward.

Resolved: That the analysis and economic update be noted.

21. Call for Projects Update

The Board considered a report of the Director of Delivery which provided an update on progress made in respect of the 2017 call for projects, including an overview of prioritised schemes and next steps.

It was reported that following a call for projects in summer/autumn 2017, a total of 70 schemes were submitted for consideration for Growth Deal and 11 projects had been invited to submit more detailed submissions. Members discussed the summary of the 11 projects which was attached at Appendix 1. In respect of the institute for high speed railways and system integration scheme, reassurance was sought that the investment would complement, and not duplicate, the facilities already available in the region and it was requested that an independent report be commissioned to provide assurance that there was no overlap, and highlight any synergies and complementarity.

It was noted that the York Central Kickstarter scheme was not being progressed at this stage.

The Board was advised that the Combined Authority is changing the way that over-programming is being dealt with which may provide opportunities for a number of the new schemes to progress and borrowing arrangements to allow them to be funded are currently being considered. It was noted that some of the schemes do require development funding at this stage if entry into the programme is approved by the Combined Authority and they will be eligible to incur costs. These issues will be updated in a future report to the LEP Board.

Resolved: That the progress made in prioritising schemes for inclusion in the Growth Deal programme, subject to approval by the Combined Authority, be noted.

22. Culture, Sport and Major Events in the Leeds City Region Strategy

The Board considered a report of the Interim Director of Policy and Strategy on culture, sport and major events in the City Region strategy which:

- Set out progress on the Local Enterprise Partnership (LEP) Board's action plan on culture, sport and major events to highlight the different ways in which partners are driving a stronger offer across the City Region.
- Highlights links between this work and wider City Region activity. This includes the importance of exposing young people to a strong cultural, arts and sport offer in education (ie. a STEAM (Science, Technology, Engineering, Arts and Mathematics) curriculum and issues related to links between culture and the creative industries.

The report outlined progress on the short term actions from the plan which included strengthening the position of culture, sport and major events in City

Region activity and to map, plan and present the City Region's cultural and sport offer collectively to maximise the benefits it brings.

In respect of exploring sustainable funding mechanisms, it was reported that discussions had taken place with other significant funders (eg. Arts Council England, Heritage Lottery Fund, Sport England/Yorkshire Sport). The Board discussed other opportunities which were detailed in the submitted report including the Northern Cultural Regeneration Fund, the Creative Industries sector deal (which was summarised in Appendix 1) and the Creative Cluster Research and Development Partnerships. It was noted that additional resource would be required in order to gather data, fully explore and take advantage of these opportunities, and it was suggested that consideration be given to sourcing a secondment from a partner council, the Department for Digital, Culture, Media and Sport or the Arts Council. There was discussion of how to encourage the profile of Asian and other cultural activities to widen exposure and opportunities for funding.

Resolved: That the progress of delivering the action plan on culture, sport and major events be noted.

23. Policy Framework and Local Inclusive Industrial Strategy Update

The Board considered a report of the Interim Director of Policy and Strategy which provided an update on:

- The emerging City Region policy framework and associated early draft outcome and impact measures.
- Work to identify how distinctive the Leeds City Region is from an Industrial Strategy perspective, including identifying areas of comparative advantage, such as key sector strengths, assets and growth opportunities.
- Work to further develop the proposed 'big ideas' that could form the basis of the City Region's local, inclusive industrial strategy, including partner engagement to help shape and test emerging proposals.

Members discussed progress on the development and emerging proposals for the strategy and noted the consultation activity which was outlined in the submitted report. It was reported that the Digital Framework was being progressed alongside the development of the strategy and once established, will contribute significantly to the narrative and objectives of the local inclusive industrial strategy. It was proposed to consider this further at the LEP Board awayday in September 2018.

Resolved: That progress on the development of the local, inclusive industrial strategy and policy framework be noted.

24. Any Other Business

The Board expressed their sadness and paid tribute to Barry Dodd, the Lord Lieutenant of North Yorkshire who had died in a helicopter accident. A service

of thanksgiving was to be held on 20 July 2018 in Yorkshire

It was agreed that the meeting scheduled for July be cancelled and the next meeting of the LEP Board will therefore be held on 20 September 2018 at 2.30 pm.