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**Report to:** LEP Board

**Date:** 19 July 2017

**Subject:** Governance Update

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## **1. Purpose**

- 1.1 The purpose of this report is to update the LEP Board in relation to the steps that have been taken in respect of the LEP Panels since the last Board meeting when the proposal to integrate the Panels into the West Yorkshire Combined Authority (WYCA) decision making structure was agreed.
- 1.2 The report also considers the matter of future recruitment to potential forthcoming private sector vacancies on the LEP Board, the Panels and the Transport Committee and starts to map out an approach to undertaking this exercise.

## **2. Information / Update**

- 2.1 Since 17 May when the LEP Board agreed that the LEP Panels become advisory committees and sub-committees of WYCA the proposal was subsequently approved by WYCA at its annual meeting of WYCA on 29 June. The advisory committees will come into effect from 1 September 2017. The terms of reference of the Panels have been revised to provide consistency in language and approach but the revisions are not intended to change the scope of the respective Panels remit in any substantive form and were approved at the annual meeting.
- 2.2 The current membership has effectively been rolled over to the new arrangements with the exception of a small number of representatives who have indicated at this point that they do not wish to transfer. All Panels have now had a governance paper on their most recent agenda with a legal officer in attendance to speak to the report and answer any questions. In addition, private sector representatives have each been written to individually and been provided with guidance and information to assist the transition and the feedback has been that Panel members have found this has been helpful to them.
- 2.3 In terms of next steps, a seminar for new WYCA members is scheduled to take place on 31 July and all new Panel members will be invited to that. In September each voting member will be contacted to complete their register of interests form. Contact details of the Monitoring officer and other key officers will be provided to enable members to discuss or clarify any issues when completing this.

### **3. Recruitment**

- 3.1 A number of long standing Members have recently advised that commitments elsewhere mean they will be stepping down in the coming months. In light of any further declarations of Members stepping down it is considered an opportune time to carry out a full refresh of the LEP Board and WYCA advisory committees and therefore a review of the membership of these will take place over the Summer with a view to refreshing them during the Autumn.
- 3.2 In advance of the proposed review, the recent activity to transition the Panels to Advisory Committees has highlighted various sector shortages that should be addressed as we develop our Local Inclusive Growth Industrial Strategy.
- 3.3 It is therefore proposed that, as in previous rounds of recruitment and to ensure an open and fully transparent process, Members, Chief Executives and business intermediary partners are encouraged to share this opportunity with their networks in order to maximise interest from the widest possible backgrounds. The opportunity will also be openly advertised to draw new Members and ensure that, amongst other factors, the Diversity and Equality process is adhered to.
- 3.4 It is also proposed that a selection panel should be formed to consider individuals who express an interest. The LEP Chair will sit on this panel with key officer involvement throughout the process, however we are keen to seek your views on other appropriate private and public sector representatives. Should no suggestions be received then this decision will be made by the LEP Chair.
- 3.5 Following the conclusion of this recruitment process, nominations for the advisory committees and for the vacant private sector representative on the Transport Committee will be brought to the LEP Board for their recommendation to the Combined Authority.
- 3.6 Beyond the immediate recruitment needs it has been become evident that an “ongoing refresh programme” tasked purely for this purpose is required. This will conduct timely reviews and any necessary refresh as and when appropriate.

### **4. Recommendations**

- 4.1 The LEP Board is asked to:
- (i) note the update re the LEP Panels;
  - (ii) note and provide any comments on the proposed LEP Board and WYCA Advisory Committees refresh to take place over the next few months;
  - (iii) assist in utilising their networks to attract new Members; and
  - (iv) offer suggestions of individuals to form the selection panel alongside the LEP Chair.