

**MINUTES OF THE MEETING OF THE  
LEEDS CITY REGION ENTERPRISE PARTNERSHIP BOARD  
HELD ON WEDNESDAY, 15 JUNE 2022 AT COMMITTEE ROOM 1  
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

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**Present:**

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| Sir Roger Marsh OBE DL (Outgoing Chair) | Leeds City Region Enterprise Partnership |
| Mayor Tracy Brabin                      | West Yorkshire Combined Authority        |
| Prof Shirley Congdon                    | University of Bradford                   |
| Helen Featherstone                      | Yorkshire Sculpture Park                 |
| Amir Hussain                            | Yeme Architects                          |
| Professor Simon Pringle                 | Project Rome                             |
| Mandy Ridyard                           | Produmax Ltd                             |
| Mark Roberts (Incoming Interim Chair)   | Leeds City Region Enterprise Partnership |
| Kully Thiarai                           | Leeds Culture Trust (Leeds 2023)         |
| Andrew Wright                           | A W Hainsworth Ltd                       |
| Beckie Hart (Co-Optee)                  | CBI                                      |
| Councillor Susan Hinchcliffe            | Bradford Council                         |
| Councillor James Lewis                  | Leeds City Council                       |
| Councillor Shabir Pandor                | Kirklees Council                         |
| Councillor Andrew Waller (Observer)     | City of York Council                     |

**In attendance:**

|                 |                                       |
|-----------------|---------------------------------------|
| Tom Riordan     | Leeds City Council                    |
| Alan Reiss      | LEP/West Yorkshire Combined Authority |
| Brian Archer    | LEP/West Yorkshire Combined Authority |
| Liz Hunter      | LEP/West Yorkshire Combined Authority |
| Angela Taylor   | LEP/West Yorkshire Combined Authority |
| Caroline Allen  | LEP/West Yorkshire Combined Authority |
| Patrick Bowes   | LEP/West Yorkshire Combined Authority |
| Emma Longbottom | LEP/West Yorkshire Combined Authority |
| Hannah Scales   | LEP/West Yorkshire Combined Authority |

**1. Comments from the Outgoing Chair**

The outgoing Chair gave some personal reflections on the achievements of the Board to date and the importance of its role going forwards and thanked the Board for their support during his nine-year tenure as Chair of the Leeds City Enterprise Partnership Board.

Members of the Board expressed their appreciation for all that the Chair had

done during his time and the personal support he had provided and wished him well for the future.

Sir Roger Marsh left his position as Chair of the meeting at the end of this item.

## **2. Membership of the Leeds City Region Enterprise Partnership Board**

For the purposes of transparency, the Director of Strategy, Communications and Policing noted at this point that Mark Roberts would be declaring a personal interest and a disclosable pecuniary interest in this item and therefore would not take part in the discussion or vote (specifically in relation to matters forming parts of the recommendation 10.2, 10.4 and 10.5).

The Board considered a report of the Director of Corporate and Commercial Services. It was reported that there is currently a vacancy for the role of LEP Diversity Champion as a consequence of Kate Hainsworth standing down from the Board. Given the importance of this role the Board was asked to authorise the interim Chair to confirm this appointment in advance of the next LEP Board meeting if possible.

**Resolved:** That the LEP Board:

- (i) Notes the local authority representatives and substitutes appointed to the LEP Board set out in Appendix 1 of this report.
- (ii) Confirms the current private sector representatives on the LEP Board as set out in Appendix 1 of this report and agrees to extend the terms of office for Mark Roberts and Mandy Ridyard, each for a further three years to 30 June 2025 and 30 September 2025 respectively.
- (iii) Authorises the LEP Deputy Chair to commence a recruitment process for the three private sector LEP Board vacancies in consultation with the LEP Chief Executive, noting that a bespoke procedure may be put in place given the transitional arrangements.
- (iv) Notes the current vacancy for the LEP Chair and confirms the continuing term of office for Mark Roberts as private sector Deputy Chair to act as interim Chair pending recruitment to that role.
- (v) Confirms its agreement to remunerate the role of interim Chair pending recruitment to the role of Chair, such remuneration to be calculated on a pro-rata basis of the remuneration previously set for the role of Chair of the LEP Board up to a maximum of three days per week as agreed with the Managing Director and Chief Executive of the LEP.
- (vi) Appoints Beckie Hart of the CBI as the Business Representative Organisation representative and co-optee on the LEP Board, with a term of office to the next LEP Board Annual Meeting and appoints Barney Mynott of the FSB as the named substitute.

- (vii) Confirms Mandy Ridyard as the member of the LEP Board to represent and engage with the SME business community as SME Champion.
- (viii) Confirms Mark Roberts as the Chair of the Business Communications Group.
- (ix) Authorises the LEP Deputy Chair to appoint a LEP Diversity Champion to the Board.
- (x) Agrees that Partner Council Observer representative should continue to be invited to attend LEP Board meetings.

### **3. Apologies for Absence**

Apologies for absence were received from Kamran Rashid and Councillors Denise Jeffery and Tim Swift.

### **4. Declarations of Interest**

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

Mark Roberts declared a disclosable pecuniary interest in item 2 and a personal interest in item 9 and 10 in relation to recommendation 10.2 and item 10.

### **5. Exclusion of the Press and Public**

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

### **6. Minutes of the meeting held on 31 March 2022**

**Resolved:** That the minutes of the meeting held on 31 March 2022 be approved.

The Interim Chair expressed his personal thanks to Sir Roger Marsh and other outgoing members of the LEP Board, Rashik Parmar MBE, Kate Hainsworth and Sandy Needham for their time and input as members of the Board.

Thanks was also given to Governance Services for facilitating LEP Board meetings.

### **7. Future Arrangements for the Leeds City Region Enterprise Partnership**

The Director of Strategy, Communications and Policing presented the Future Arrangements for the Leeds City Region Enterprise Partnership report to the Board.

The Interim Chair noted that the feedback from the LEP Board 'Away Day' was incorporated in the following ways:

- The role of the LEP should remain focused on the business community and be predominantly comprised of diverse private sector representatives and businesses.
- Considerations regarding the role of the new LEP Chair.
- Maintaining the LEP strategic role, particularly in relation to external partnerships.
- Formal LEP Board meetings will take place four times a year to provide opportunity for more informal workshop style sessions.
- Involvement of the wider LEP 'family' i.e. members of the Combined Authority Thematic Committees, in regular informal workshops will provide more diverse voices in the business of the LEP.

It was also noted that once the integration plan is agreed further work is to be done to fully incorporate comments and suggestions such as:

- Considering how membership may be broadened over time to improve representation.
- How business facing products are communicated more effectively.
- How the visibility of the LEP is increased with the business community.
- Further developing the induction process for new members

The Head of Legal and Governance Services clarified in relation to paragraph 2.9 of the report, that the Board may not need to nominate a representative to both the Northern Transport Acceleration Council and the Department for International Trade's Investment Trade Advisory Group as it is understood that these nominations are potentially linked to the NP11 Charing arrangements. Clarification will be sought and reported back to the Board as appropriate.

The Board asked several questions relating to the following:

- The preventative health agenda.
- Metrics on how much the LEP is engaging with representative SMEs.
- The influence that the LEP will have in relation to decision making and policy.
- Attendance of the Combined Authority Inclusivity Champion at LEP meetings.

**Resolved:**

- (i) That LEP Board members note the content of the paper and the proposed future arrangements for the LEP.
- (ii) That members considerations and comments are noted on the draft Integration Plan.

## **8. Nomination to the West Yorkshire Combined Authority and its Committees and Appointments to Outside Bodies**

The Interim Chair presented the report to the Board and updated the Board verbally on changes to membership on committees as a consequence of the current vacancies on the LEP Board itself.

In respect of the recommendations before the Board:

In relation to the recommendation at 10.1 it was noted that expressions of interest needed to be sought for a Substitute LEP Member on the Combined Authority and the Interim Chair sought authority from the Board to nominate a Substitute.

In relation to the recommendation at 10.2 the following changes to Appendix 1 were put forward to the Board at the meeting:

- Employment and Skills Committee – Shirley Congdon to be nominated to the committee and the role of Deputy Chair.
- Transport Committee – Mark Roberts to stand down and Amir Hussain to be nominated as the LEP Board voting member.

The Interim Chair also updated the Board on the outcome of the recent recruitment exercise for new private sector members on the Combined Authority's committees. Proposals were tabled at the meeting as a supplementary appendix 2 to the report in relation to the recommendation at 10.3.

It was highlighted that 50 applications were received for roles on the committees which reflected how positively the LEP is perceived in the region. From the 50 applications, 24 nominations for appointments were being put forward to the Board. These appointments if agreed would improve the diversity on committees with female representation increased to 40% and BAME representation at 20%. The Interim Chair stated that there is more work to be done to increase representation but progress is being made and that should be celebrated.

The Board expressed their thanks to all officers and members involved in the recruitment process.

### **Resolved:**

That the LEP Board:

- (i) Nominates Mark Roberts to be the LEP Member on the Combined Authority and authorises the interim Chair to nominate a Substitute LEP Member on the Combined Authority.
- (ii) Confirms its current nominations for private sector LEP Board membership (and roles of Deputy Chairs) on the Combined Authority's

committees as set out in Appendix 1 subject to the following:

- Employment and Skills Committee – Shirley Congdon to be nominated to the committee and take the role of Deputy Chair.
  - Transport Committee – Mark Roberts to stand down and Amir Hussain to be nominated as the LEP Board voting member.
- (iii) Nominates private sector representatives to committees to be appointed by the Combined Authority at its Annual Meeting, in accordance with Appendix 1 of the report and the proposals in relation to new private sector representatives as tabled at the meeting (Appendix 2).
- (iv) Nominates Mark Roberts to be a member of TfN's Partnership Board to be re-appointed at the TfN annual meeting, together with Amir Hussain as a substitute, noting that TfN current practise is to co-opt the LEP's representative on the Partnership Board to the TfN Board.
- (v) Notes that the Interim Chair will attend any meetings of external bodies and represent the LEP on other bodies or Boards as required where the role falls to the LEP Chair.

## **9. Governance Arrangements and Annual Accountability Reports**

The Head of Legal and Governance Services presented the report to the Board.

Approval was sought from the Board to retain the current governance arrangements for the LEP Board as it is recognised the Board is moving to a new model and new governance arrangements will be needed in due course.

It was highlighted that when reference is made in the documents to 'the Chair' it is read as 'the Interim Chair' to enable these procedures to continue during the transitional period.

### **Resolved:**

That the LEP Board:

- (i) Agrees that the LEP Constitution, Procedure Rules and wider governance arrangements are retained in their current form until such time as the Integration Plan is approved and implemented and revised governance arrangements are adopted subject to (ii) below.
- (ii) Agrees that pending recruitment of a LEP Chair, and in recognition of the need for the Deputy Chair to act as Interim Chair, that where the Constitution and Procedure Rules make reference to the 'Chair' this should be read as including reference to the 'Interim Chair'.
- (iii) Notes that no complaints or concerns have been raised this year about

the LEP (nor about any member of the LEP Board) under the LEP's complaints procedure, the Combined Authority's complaints policy (or the Whistleblowing Policy).

- (iv) Notes that no grant applications were received that were required to be considered under the conflicts of interest arrangements in place during 2021-2022.
- (v) Agrees that the scope of the Conflicts of Interest Policy and Protocol be extended to non-voting co-optees on Combined Authority committees and recommends this version to the Combined Authority.

## **10. Remuneration and Expenses Scheme and Annual Summary**

The Head of Legal and Governance Services presented the report to the Board.

In response to a query from the Mayor in respect of the childcare element in the Dependent Carer's expenses section of the Scheme, the Head of Legal and Governance Services agreed to review that aspect and to update the Board at a future meeting.

### **Resolved:**

That the LEP Board:

- (i) Adopts the LEP Board Members' Remuneration and Expenses Scheme for 2022-23, attached as Appendix 1 to this report.
- (ii) Notes the annual summary of remuneration and expenses attached as Appendix 2 to the report.

## **11. Equality and Diversity Policy and Statement**

The Director of Strategy, Communications and Policing presented the Equality and Diversity Policy and Statement to the Board.

The Board sought clarification on what EDI Framework was seeking to "recover, rebuild and strengthen" and was this in relation to the Covid-19 pandemic. The Director clarified that it was recognising failures of the past, whether within the organisation or outside, have had negative experiences and there is a need to recover that trust. It was highlighted equality and diversity is being embedded in everything the organisation does going forward to ensure progress.

### **Resolved:**

- (i) That the Board notes and provides any comments on the contents of this report.

(ii) That the Board approves the EDI Policy and Statement.

## **12. Scrutiny Annual Report 2021/2022**

The Interim Chair presented the Scrutiny Annual Report 2021/22 to the Board.

Cllr Waller declared a personal interest in the report.

**Resolved:** That the LEP Board notes the annual report summarising the work undertaken by the Overview and Scrutiny Committees in 2021/22.

## **13. Calendar of Meetings 2022/23**

The Interim Chair presented the Calendar of Meetings 2022/23 to the Board.

Members asked if workshops could be organised in the time between future Board meetings to include members of other committees to promote partnership working. This proposal will be discussed and will be fed back to the Board.

### **Resolved:**

That the LEP Board:

- (i) Approves the Calendar of Meetings proposed for the LEP Board 2022-23 as detailed in Appendix 1.
- (ii) Notes the provisional meeting dates of the thematic decision-making committees to be appointed by the Combined Authority as detailed in Appendix 1.

## **14. Economic Update**

The Head of Research and Development presented the Economic Update to the Board.

The Head of Research and Development highlighted to the Board a number of macroeconomic issues that are affecting West Yorkshire and are outlined in the report:

- Total real household disposable income is set to fall by 1.75% across 2022 which is one of the largest contractions since 1960.
- CPI inflation is expected to peak above 10%.
- Growth is expected to decline.
- Although employment is above pre-pandemic levels salaries are remaining static.

This has resulted in a very challenging economic environment for both household and businesses.



The LEP Board agreed that, from the next Board meeting, the Economic Update report would no longer be 'for information' but be a substantive agenda item to enable detailed discussion of the report.

Members asked several questions relating to the following:

- The characteristics of the West Yorkshire economy and its susceptibility to the issues affecting the wider national economy.
- Sectors that are finding recruitment difficult.
- The inclusion in future reports of information relating to international factors which could affect West Yorkshire industries such as manufacturing.
- The impact of the rising cost of food and fuel on different sectors of the economy.

**Resolved:** That the LEP Board note the latest intelligence around the West Yorkshire economy and resolved to receive further reports at future meetings.

## **15. Mayor's Update**

The Mayor gave an update to the LEP Board on progress made during the thirteen months since her election. The Mayor highlighted several items to the Board:

- From September 2022 a capped fare of £2 per journey on buses across West Yorkshire.
- Reduction in cost of the MCard saving some commuters £500 a year.
- The UK's first fully solar powered Park & Ride facility at Stourton.
- Committed £40m to combating the climate emergency through the West Yorkshire Climate and Environment Plan.

The Mayor thanked members for their help over the past thirteen months and hoped that their partnership can continue in order to facilitate economic and social progress within the region.

The Board thanked the Mayor for the update.

## **16. Committees Update Report**

The Interim Chair presented the Committee Update Report to the Board.

**Resolved:** That the LEP Board notes the updates from the Thematic Committees.

## **17. Draft minutes of the Combined Authority held on 17 March 2022**

**Resolved:** That the LEP Board notes the draft minutes of the West Yorkshire Combined Authority meeting held on 17 March 2022.

## **18. Date of Next Meeting**

The next meeting of the LEP Board will be held on Wednesday 21 September 2022.