

**MINUTES OF THE MEETING OF THE
LEEDS CITY REGION ENTERPRISE PARTNERSHIP BOARD
HELD ON WEDNESDAY, 29 NOVEMBER 2017 AT TRINITY ROOM, CITY
EXCHANGE, LEEDS**

Present:

Roger Marsh OBE (Chair)	Leeds City Region Enterprise Partnership
Stephanie Burras CBE	Ahead Partnership
Professor Bob Cryan CBE	University of Huddersfield
Councillor Susan Hinchcliffe	Bradford Council
Councillor Andrew Lee	North Yorkshire County Council
Rashik Parmar MBE	IBM Academy of Technology
Joanna Robinson	Mansfield Pollard
Councillor David Sheard	Kirklees Council
Councillor Andrew Waller	City of York Council
Andrew Wright	Reliance Precision (to minute 44 only)

In attendance:

Dr Alice Owen	University of Leeds (to minute 44 only)
Nicola Greenan	East Street Arts
Amir Hussain	Yeme Architects
Tom Riordan	Leeds City Council
Merran McRae	Wakefield Council (to minute 44 only)
Ben Still	WYCA
Caroline Allen	WYCA
Patrick Bowes	WYCA
Melanie Corcoran	WYCA
Jonathan Skinner	WYCA
Ruth Chaplin	WYCA

32. Apologies for Absence

Apologies for absence were received from Ian Cherry and Paul Hamer and Councillors J Blake, P Box, C Les and T Swift.

33. Chair's Comments

The Chair welcomed Nicola Greenan and Amir Hussain who were in attendance at the meeting.

34. Declarations of Interest

Councillor Hinchcliffe declared an other interest (not comprising a Disclosable Pecuniary Interest) in Agenda Item 11, Northern Cultural Regeneration Fund.

Merran McRae declared an other interest (not comprising a Disclosable Pecuniary Interest) in Agenda Item 11, Northern Cultural Regeneration Fund.

Stephanie Burras declared an other interest (not comprising a Disclosable Pecuniary Interest) in Agenda Item 13, Call for Projects.

35. Minutes of the Meeting held on 19 September 2017

Further to minute 24, HS2 and the HS2 Growth Strategy Update, Councillor Waller asked that the minutes be amended to reflect his comments in respect of the potential for York Central and for HS2 links to Scotland to be via York.

Resolved: That, subject to the above amendments being made, the minutes of the meeting held on 19 September 2017 be approved and signed by the Chair.

36. Panel Chair Updates

The Panel and Group Chairs were thanked for the following reports which were presented to the Board for information and update:

- Business Communications Group
- Business Innovation and Growth Panel
- Employment and Skills Panel
- Green Economy Panel
- Land and Assets Panel

Resolved: That the updates be noted.

37. Appointments to LEP Board and Panels

The Board considered a report of WYCA's Executive Head of Economic Services which:

- Provided members with an update on the Board and Panel refresh process.
- Provided the recommendations from the Appointments Panel to appoint new LEP Board members and to recommend new Panel members to WYCA.

The Board considered the recommendations of the Appointments Panel and agreed that Adam Beaumont, Nicola Greenan and Amir Hussain be appointed to the LEP Board to replace Stephanie Burras, Paul Hamer and Dave Harris who were stepping down. The Chair thanked the retiring members for their invaluable contributions and long service to the LEP Board and its Panels.

Members noted the Appointments Panel's proposed list of names for the LEP Panels and recommended that these be considered for adoption by WYCA. These included a proposal that Rashik Parmar become a member and Chair of the Employment Skills Panel, Nicola Greenan a member of the Business Innovation & Growth Panel and Amir Hussain a member of the Business Innovation & Growth and Land & Assets Panels.

Resolved:

- (i) That Adam Beaumont, Nicola Greenan and Amir Hussain be appointed to the LEP Board with immediate effect.
- (ii) That the Appointment Panel's proposals for appointments to the Panels be recommended to WYCA for appointment at its meeting on 14 December 2017.

38. Growth Deal Update

The Board considered a report of WYCA's Director of Delivery which provided an update on:

- Government monitoring of the Growth Deal through review of the achievement of Key Performance Indicators (KPIs) and the Annual Conversation 2017.
- The expenditure and performance of the Growth Deal programme.
- The activity undertaken at the Investment Committee Workshop.

It was reported that a positive meeting had been held with the Cities and Local Growth Unit (CLOG) and there was agreement that the seven KPIs had been achieved and a formal response from CLOG was awaited. The need to increase capacity in order to progress housing and regeneration projects in respect of KPI-3 was noted and it was considered that further action should be undertaken to fully address the outcome.

The Annual Conversation with CLOG on the Leeds City Region Growth Deal had taken place on 28 November 2017 and had focussed on Governance, Delivery and Strategy. It was proposed that a joint letter be sent from the LEP Board and WYCA Chairs thanking CLOG for their support. Members also asked that their thanks be passed to officers for the work undertaken to date.

The Growth Deal Dashboard and Pipeline were attached at Appendices 2 and 3 and it was noted that the forecast spend was currently £95.59m against the annual target of £100.15m. Members noted the projects currently rated as Red and they were advised that contingency arrangements in relation to acceleration of expenditure on three major contracts would address any shortfall against the target.

Members were advised of the work being undertaken with partners to promote schemes and strengthen the skills base across the region and a report on HS2 skills would be brought to the next meeting.

It was noted that a workshop of the Investment Committee had been held to consider projects submitted as part of the Call for Projects and the principles of de-commitment of the Growth Deal programme had also been discussed. This would be considered in more detail at the next meeting of the Investment Committee.

Resolved: That the conclusion of the review of KPIs and the progress made in the implementation of the Growth Deal be noted.

39. Economic Reporting

The Board considered a report of WYCA's Director of Policy, Strategy and Communications which provided an update on the latest economic and business intelligence.

The report and appendices presented the latest assessment of the Leeds City Region, national and international economic developments since the last meeting.

Resolved: That the analysis and economic update be noted.

40. Autumn Budget

The Board was given a verbal update on the highlights from the Autumn Budget statement which had been announced on 22 November 2017.

Resolved: That the update on the Autumn Budget statement be noted.

41. Inclusive Industrial Strategy - Follow Up to LEP Board Workshop

The Board considered a report of WYCA's Director of Policy, Strategy and Communications which:

- Provided members with an update on the development of a single, bold city region strategy, owned by both the LEP and WYCA with inclusive growth at its core.
- Sought approval to formally commit to beginning the development of Local, Inclusive Industrial Strategy (LIIS) as a replacement for the current Strategic Economic Plan (SEP).

It was reported that the Industrial White Paper was expected by the end of the year and this was likely to set out how LEPS and Combined Authorities might contribute to national Industrial Strategy. At the LEP Board Away Day in September, members had identified new proposals and considered how the development of an inclusive, place based industrial strategy could be used as a key delivery vehicle.

It was noted that a Leeds City Region Autumn Budget submission had been sent to HM Treasury. This was firmly anchored in the Government's approach to a modern inclusive industrial strategy and details of the Leeds City Region's immediate proposals for action and medium to longer term ambitions were outlined in the report.

It was reported that the Industrial Strategy White Paper had been launched on 27 November and set out how Combined Authorities and LEPs will contribute to the national Industrial Strategy by co-ordinating the development of their own local industrial strategy bringing together local businesses, political and public sector leaders to drive growth and economic regeneration. In noting the emerging Government guidance on industrial strategies, members discussed the opportunities the adoption of a co-production model could provide for the Leeds City Region which were outlined in paragraph 2.12 of the submitted report. It was proposed that a workshop with private sector members be arranged to inform the development of the LIIS and a further update would be provided at a future meeting following the publication of the Government's Industrial Strategy White Paper.

Resolved:

- (i) That the development of a single, bold Local, Inclusive Industrial Strategy (LIIS) as a replacement for the Strategic Economic Plan (SEP), to be owned by the LEP Board and WYCA, panels and advisory committees with inclusive growth at its core, be approved.
- (ii) That a workshop with private sector members be arranged to inform the development of the LIIS.

42. Role of Culture, the Arts & Sport in LCR Strategy

The Board considered a report of the Director of Policy, Strategy and Communications on the conclusions from an engagement exercise with partners on the focus of a city region approach to culture, the arts and sport and the rationale for doing so.

It was reported that WYCA, with partners, had commissioned an independent engagement exercise and the a copy of the full report entitled "The Connection between Culture, the Arts and Sport and Economic Development in the Leeds City Region" was attached at Appendix 1. Members discussed the findings and recommendations from the report which included short, medium and longer-term actions so cultural, artistic and sporting activities are fully integrated into a city region inclusive industrial strategy. It was noted that whilst some practical steps can be taken immediately to improve co-ordination, achieving more transformative and ambitious changes would depend on further investment.

Resolved:

- (i) That the findings from the report about the city region focus of work on culture, arts and sport be noted.
- (ii) That the short, medium and longer-term actions to deliver the report's recommendations be approved.

43. Northern Cultural Regeneration Fund

The Board considered a report of WYCA's Director of Policy, Strategy and Communications which sought agreement on the Leeds City Region's submission to the Northern Cultural Regeneration Fund (NCRF).

It was reported that each LEP had been invited to put forward one proposal for a single, capital cultural regeneration project as part of the £15m NCRF which had been launched by the Department for Culture, Media and Sport (DCMS). In the City Region, an Open Call for Projects had received 8 proposals and discussions had been held with promoters and district partners on deliverability of the proposals and the strategic case for intervention. The LEP had also engaged with Arts Council England for specific views on two of the projects and taken account of the consensus from the linked piece of work on the city region's ambition for culture, arts and sport. The process had been overseen by LEP Board member, Rashik Parmar. The outcome of the process was that two projects had been selected for consideration by the LEP Board and members discussed the proposals which were attached at Appendix 1 to the submitted report.

It was agreed that whilst both projects would have a transformational impact on the cultural and creative economy in the Leeds City Region, that the Bradford Odeon proposal be selected as the LCR's submission to the pan-Northern competition. This decision was based on the specific criteria of the DCMS fund and the views received from partners. It was stressed however that opportunities should continue to be examined to support the potential of a live events cluster around Backstage Academy/Production Park and other projects in the future.

Resolved: That the LEP's submission to the Northern Cultural Regeneration Fund is the transformation of the Bradford Odeon.

44. Leeds City Region MOU with a Global Tech Firm

The Board considered a report of WYCA's Executive Head of Economic Services which provided an update on the proposed Memorandum of Understanding (MOU) between the Leeds City Region Enterprise Partnership and a major Global Tech Firm.

It was noted that the MOU formed part of an approach to ensure that the Leeds City Region capitalises on the opportunities created by 5G and "Smart City" technologies and develops a reputation as a global leader in this area. It was recognised that

closer association with the largest global technology business would help to achieve the objective of becoming a leading location for the creative and digital sector and attract technology corporates to the City Region.

Resolved:

- (i) That the signing of the non-exclusive Memorandum of Understanding (MOU) by the LEP Board Chair with the Global Tech Firm be approved.
- (ii) That the strategy of using the MOU with the Global Tech Firm to galvanise Smart City and 5G activities across the Leeds City Region and to ensure a joined up approach in these areas be endorsed.

45. Call for Projects

The Board considered a report of WYCA's Director of Delivery which provided an overview of the submissions received following the recent Call for Projects, with a focus on those that have been identified for potential Growth Deal funding and for Business Rates Pool eligibility.

It was noted that following the Investment Committee workshop, all scheme promoters had been contacted to notify them of the next steps and work was ongoing to seek further information from promoters where opportunities may exist to take projects forward. Councillor Sheard expressed concerns regarding the status of those projects and future call processes and this would be given further consideration. Work was also underway to identify where scope might exist for de-commitment or reprofiling of project expenditure.

A further report would be prepared for a future meeting of the LEP Board and WYCA.

Resolved: That the report be noted.

46. LEP Board - Review of Constitutional Arrangements

The Board considered a report of WYCA's Director of Resources on revised constitutional arrangements for the LCR LEP, and noted an assurance statement submitted by the LEP Chair and WYCA's Managing Director as part of the annual performance conversation ("Annual Conversation") between the LCR LEP and the Department for Communities and Local Government (DCLG).

It was reported that the Annual Conversation for LCR LEP had taken place on 28 November 2017 and a copy of the formal annual assurance statement submitted prior to the meeting by the LCR LEP Chair and WYCA's Managing Director was circulated at the meeting for information.

Members were advised that the LCR LEP/WYCA local assurance framework was currently under review and a revised framework would be brought to the next

meeting. It was noted that there are a number of drivers for bringing these propositions to the Board now. The LCR LEP governance documentation needed to be updated to reflect the requirements of the local assurance framework and consequent changes in practice including increased public access to LEP Board reports and meetings, and in addition there is increased focus from Central Government eg. the recent Ney Review and recommendations. The proposed revised LCR LEP constitution which was attached at Appendix 1 together with LEP Board Procedure Rules, an Access to Information Annex and a Code of Practice for recording meetings was discussed. The Board was also made aware that a number of further governance documents would be presented at the January meeting following the publication of anticipated Best Practice Guidance by Government and would include a policy relating to conflicts of interest. It was proposed that the LEP Board approve finalised LCR LEP constitution and procedures, including a new Code of Conduct, at the next meeting. In the interim, a copy of the current report and appendices would be circulated to members to provide the opportunity for further feedback prior to the next meeting.

Resolved:

- (i) That the formal annual assurance statement submitted before the Annual Conversation by the LEP Chair and WYCA's Managing Director be noted.
- (ii) That the LCR LEP constitution and procedures, together with a Code of Conduct and further governance documents be brought to the next meeting for approval.

47. Budget 2018/19

The Board considered a report of WYCA's Director of Resources which advised of the work underway on business planning and budgeting for 2018/19.

Members discussed the business planning and budget issues for 2018/19 and welcomed the proposal to develop a detailed 3 year budget which would provide more certainty and planning ability. It was noted that the business plan would build on the key successes and achievements over the last year which were highlighted in the submitted report. The draft business plan and budget would be considered at the WYCA meeting on 14 December 2017 and these, together with the transport levy must be approved at the WYCA meeting on 1 February 2018.

Resolved: That the work underway on business planning and budgeting for 2018/19 be noted.

48. Any Other Business

It was noted earlier in the meeting that Stephanie Burras would be stepping down as a member of the LEP Board at the end of the year. The Chair expressed his and the Board's appreciation of her involvement and contributions to the work of the LEP and

its Panels during her term of office. In response, Stephanie expressed her thanks for being given the opportunity to be involved in the LEP's work and looked forward to continuing her involvement in the skills agenda and furthering the strategic ambitions of the region.

49. Date of the Next Meeting

The next meeting of the LEP Board will be held on 16 January 2018 at 2.30 pm in Wellington House, Leeds.

50. Draft Minutes of WYCA held on 5 October 2017

The Board noted the draft minutes of the WYCA held on 5 October 2017.