

**MINUTES OF THE MEETING OF THE
LEEDS CITY REGION ENTERPRISE PARTNERSHIP BOARD
HELD ON THURSDAY, 6 JUNE 2019 AT COMMITTEE ROOM A,
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

Present:

Roger Marsh OBE (Chair)	Leeds City Region Enterprise Partnership
Ian Cherry	Nexus Vehicle Management
Amir Hussain	Yeme Architects
Rashik Parmar MBE	IBM Academy of Technology (Chair, Employment & Skills Panel)
Joanna Robinson	Mansfield Pollard (Chair, Business Communications Group)
Andrew Wright	A W Hainsworth Ltd (Chair, Business Innovation & Growth Panel)
Councillor Keith Aspden	City of York Council
Councillor Denise Jeffery (Substitute)	Wakefield Council
Councillor Andrew Lee (Substitute)	North Yorkshire County Council
Councillor Jane Scullion (Substitute)	Calderdale Council
Councillor Peter McBride (Substitute)	Kirklees Council

In attendance:

Councillor Elizabeth Smaje	Chair, Overview & Scrutiny Committee
Tom Riordan	Leeds City Council
Ben Still	LEP/West Yorkshire Combined Authority
Caroline Allen	LEP/West Yorkshire Combined Authority
Ruth Chaplin	LEP/West Yorkshire Combined Authority
Angela Taylor	LEP/West Yorkshire Combined Authority
Alan Reiss	LEP/West Yorkshire Combined Authority
Kate Thompson	LEP/West Yorkshire Combined Authority
James Hopton	LEP/West Yorkshire Combined Authority

1. Chair's Comments

The Chair welcomed Councillor Keith Aspden who was returning to the LEP Board as the City of York's representative. Ian Cherry, who was attending his last meeting, was thanked for his contributions to the LEP Board over the last three years, substitute for the Chair on the Transport for the North Partnership Board and also as a co-opted member of the Combined Authority's Transport Committee.

2. Membership of the Leeds City Region Enterprise Partnership Board

The Board considered a report of the Director of Corporate Services which asked the Leeds City Region Enterprise 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.
- Confirm a LEP Diversity Champion.

It was reported that confirmation had now been received of Councillor Peter McBride's appointment as substitute for Councillor Shabir Pandor.

Resolved:

- (i) That the local authority representatives and substitutes appointed to the LEP Board as set out in Appendix 1 to the submitted report, with the addition of Councillor Peter McBride as Kirklees' substitute, be noted.
- (ii) That the current private sector representatives on the LEP Board as set out in Appendix 2 of the submitted report be confirmed.
- (iii) That Mark Roberts be appointed as a private sector representative to the LEP Board with effect from 1 July 2019 to fill the vacancy created by Ian Cherry's departure.
- (iv) That Joanna Robinson be confirmed as the member of the LEP Board to represent and engage with the SME business community.
- (v) That Nicola Greenan be confirmed as the LEP's Diversity Champion.

3. Appointment of the Deputy Chair of the LEP

The Board considered a report of the Director of Corporate Services 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 a term of office of three years, subject to confirmation further to the review of LEP arrangements.

4. Apologies for Absence

Apologies for absence were received from Adam Beaumont, Bob Cryan, Nic Greenan, Simon Pringle and Councillors Judith Blake, Peter Box, Richard Cooper, Susan Hinchcliffe, Carl Les, Shabir Pandor and Tim Swift.

5. 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.

Joanna Robinson advised the LEP Board that Mansfield Pollard had applied for grant funding for training and she wished to declare a personal interest should there be any discussion on this.

6. Exclusion of the Press and Public

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

7. Minutes of the meeting held on 26 March 2019

Resolved: That the minutes of the meeting held on 26 March 2019 be approved and signed by the Chair.

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

The Board considered a report of the Director of Corporate Services regarding nominations to the West Yorkshire Combined Authority (“the Combined Authority”) and appointments to outside bodies.

Resolved:

- (i) That Roger Marsh be the LEP Member on the Combined Authority, and Professor Bob Cryan to be the substitute LEP Member on the Combined Authority.
- (ii) That Mark Roberts be nominated as one of the two non-voting members of the Combined Authority’s Transport Committee with effect from 1 July 2019 and the current vacancy remains unfilled at the present time.
- (iii) That Roger Marsh be nominated as a member of the Transport for the North’s (TfN) Partnership Board to be re-appointed at the TfN annual meeting, with Mark Roberts as his substitute with effect from 1 July 2019, and that it be noted that TfN practice is to co-opt the LEP’s representative on the Partnership Board to the TfN Board.
- (iv) 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 alternate, be noted.

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

The Board considered a report of the Director of Corporate Services 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) panel arrangements to be confirmed at the Combined Authority's annual meeting on 27 June 2019, and to make recommendations in respect of private sector representation on those panels.
- To ask the LEP Board to appoint the Business Communications Group as an advisory group of the LEP Board, and confirm its membership, the Chair and updated governance arrangements.

Resolved:

- (i) That the panel (advisory committee) arrangements as set out in the submitted report be noted.
- (ii) That the LEP Board endorses the current private sector membership and recommends extensions to terms of office and nominates private sector representatives in accordance with the schedules attached at Appendices 1 and 2 to the submitted report.
- (iii) That the Business Communications Group be appointed as an advisory group of the LEP Board.
- (iv) That the members of the Business Communications Group as set out in Appendix 3 to the submitted report be confirmed.
- (v) That the governance arrangements for the Business Communications Group as set out in Appendix 4 to the submitted report be endorsed.
- (vi) That Joanna Robinson be appointed as Chair of the Business Communications Group.

10. Governance Arrangements

The Board considered a report of the Director of Corporate Services on the governance documents for the Leeds City Region Enterprise Partnership (LEP) and reviewed appendices 1-12 which were attached to the submitted report.

In respect of standards arrangements, it was reported that some of the proposed amendments to the LEP Board Members' Code of Conduct and the Procedure for Considering Complaints about Conduct follow best practice recommendations made by the Committee on Standards in Public Life in its report on standards in local government and these were attached at Appendix 8. Although the report did not directly address standards for local enterprise partnerships, the Head of Legal and Governance Services has reviewed the LEP's arrangements against the best practice recommendations and consequently, some amendments are proposed to further enhance

transparency and promote high standards of conduct.

Resolved: That the following LEP's governance documents, attached to the submitted report, be approved:

- Appendix 1 : LEP Constitution
- Appendix 2 : LEP Procedure Rules
- Appendix 3 : Access to Information Annex
- Appendix 4 : Code of Practice for recording meetings
- Appendix 5 : LEP Whistleblowing Policy
- Appendix 6 : LEP's Confidential Complaints Procedure
- Appendix 7 : Recruitment Procedure for Private Sector Representatives
- Appendix 9 : LEP Board Members' Code of Conduct
- Appendix 10: LEP Procedure for considering complaints alleging a failure to comply with the LEP Board Members' Code of Conduct
- Appendix 11: Conflicts of Interest Policy
- Appendix 12: Conflicts of Interest Protocol

11. Annual Accountability Reports

The Board considered a report of the Director of Corporate Services which:

- Provided annual reports in respect of complaints and concerns raised about the LEP and/or members of the LEP Board this year.
- Provided a summary of applications for grants considered during the last financial year under arrangements to address conflicts of interest.

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 notes the summary set out in Appendix 1 to the submitted report relating to grant applications considered under conflict of interest arrangements in place during 2018-19.

12. Remuneration and Expenses Scheme and Annual Summary

The Board considered a report of the Director of Corporate Services 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 2019-20.

Resolved:

- (i) That the LEP Board Members' Remuneration and Expenses Scheme

for 2019-20, 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 Director of Policy, Strategy and Communications on the Equality and Diversity Policy Statement.

The Policy and Statement was attached at Appendix 1 to the submitted report and a table outlining the composition of the Board was attached at Appendix 2.

Resolved: That the Equality and Diversity Policy and Diversity Statement which forms part of the LEP's Assurance Framework be approved.

14. Scrutiny Annual Report 2018/19 and Statutory Guidance

The Board considered a report of the Director of Corporate Services on the scrutiny annual report 2018/19 and statutory guidance.

Councillor Liz Smaje, Chair of the Overview and Scrutiny Committee, highlighted the work undertaken by the Committee during the 2018/19 municipal year which was outlined in the summary provided in the report.

It was noted that new statutory scrutiny guidance had been issued by Government in May 2019 and the Combined Authority intend to review the current scrutiny arrangements to ensure they are compliant with the new statutory guidance and in line with best practice in scrutiny nationally.

The benefits of scrutiny as part of the organisation's decision making process were welcomed and the Board thanked Councillor Smaje and the Committee for their work over the last 12 months.

Resolved:

- (i) That the annual report summarising the work undertaken by the Overview and Scrutiny Committee in 2018/19 be noted.
- (ii) That the LEP Board notes and supports the intention to review the Combined Authority's current scrutiny arrangements to ensure they are compliant with new statutory guidance and in line with best practice in scrutiny nationally.

15. Calendar of Meetings 2019/20

The Board considered a report of the Director of Corporate Services on the proposed calendar of meetings for the LEP Board for 2019/20 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 2019/20 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 of the Transport Committee, West Yorkshire & York Investment Committee and the Business Investment Panel as detailed in Appendix 1 of the submitted report be noted.

16. Public Question Time

The Board considered a report of the Director of Policy, Strategy and Communications which provided an overview of the LEP Question Time Session which took place at the meeting.

It was reported that a requirement of the Strengthened Local Enterprise Partnership review is that all LEPs hold an annual meeting at which the public has the opportunity to ask questions of the LEP Board. Therefore, in order to encourage participation, the LEP Question Time opportunity had been widely publicised and a total of 26 questions had been received. Several of these were covered at the meeting and all the questions and responses will be published on the LEP website by 30 June 2019.

The LEP Board thanked the public for their submissions and encouraged them to continue to contact the LEP with any further questions.

Resolved: That the report be noted.

17. Panel and Committee Reports

The Board discussed and noted the Panel and Committee updates which were presented to the Board for information.

Members noted the Business Communications Group update and noted that the business communities had expressed an interest in being involved in the workshop sessions being held to seek initial views on the Local Industrial Strategy and Skills Commission.

In respect of the Business Innovation and Growth Panel, it was reported that positive findings of the productivity pilot were now emerging. The pilot had invited businesses to apply for grants to support capital investments and details were outlined in the report.

In noting the Employment & Skills Panel update, it was reported that the Combined Authority had been successful in its application to the Careers and Enterprise Company for a pan-regional Leeds City Region SEND Careers Hub. The Hub was due to commence delivery in September 2019.

The update on the Green Economy Panel's major projects and programmes was noted. It was reported that a key piece of work was setting a carbon reduction target for the City Region and it was proposed to hold four workshops involving key stakeholders prior to a media event on 10 July 2019. It was reported that a joint working group between the Transport Committee and Green Economy Panel was being established to support the delivery of the Energy Strategy and Delivery Plan (ESDP) and its carbon dioxide emission reduction ambitions.

In respect of the Capital Programme (Investment Committee) update, the Growth Deal Dashboard for the year end performance attached at Appendix 1 to the submitted report was noted. Members were advised that as the LEP Board had not met before the 24 May 2019 deadline, the Growth Deal CLoG (Cities and Local Growth Unit) Monitoring Dashboard for Quarter 4, 2018/19 had been signed off by the Combined Authority's Section 73 Officer. The dashboard was attached at Appendix 3 and was endorsed by the LEP Board.

The Panel, Committee and Group Chairs were thanked for their updates.

Resolved:

- (i) That the Panel, Committee and Group updates be noted.
- (ii) That the CLoG monitoring dashboard be endorsed for sign off by the LEP Chair.

18. Strengthened Local Enterprise Partnerships

The Board considered a report of the Director of Policy, Strategy and Communications which set out the activities which the LEP Board needs to initiate in order that future Local Enterprise Partnership (LEP) arrangements in the City Region comply with the Government's requirements for strengthened LEPs.

Members discussed and noted the overview of the LEP's current position in terms of meeting the full requirements of Strengthened LEPs which was attached at Appendix 1. It was reported that the joint Transition Subgroup, comprising members of both the York, North Yorkshire and East Riding (YNYER) LEP and the Leeds City Region LEP, was continuing its work. However, although in-principle agreement had been reached on some matters, discussions were continuing on outstanding issues. It was acknowledged that without prejudicing the outcome of those discussions, some deadlines required the LEP to act now in order that LEP arrangements in the City Region comply with the Government's requirements in spring 2020. Members considered the detail of those decisions and the reasons for them which were outlined in the

submitted report. It was recognised that should those steps outlined in the report not be taken there would be an increased risk that the City Region's future LEP arrangements will not fully comply with Government's requirements which could jeopardise future funding and powers.

Resolved:

- (i) That the LEP Board notes how the LEP is positioned in terms of meeting the full requirements of Strengthened LEPs attached at Appendix 1 to the submitted report and that further work is needed.
- (ii) That in order to ensure that the City Region's LEP arrangements comply with Government requirements the LEP Board agrees to procure external expertise to:
 - (a) provide specialist advice to inform a remuneration for the Chair and any other appropriate positions.
 - (b) provide specialist search and selection support to help recruit future private sector LEP Board members that reflect the diversity of the City Region and enable the LEP to meet gender balance requirements.
- (iii) That delegated authority be given to the Combined Authority's Managing Director to commence recruitment in accordance with the LEP Board's Recruitment Procedure and to take such associated actions as are necessary to meet the Government's compliance requirements.

19. Local Industrial Strategy Development

The Board considered a report of the Director of Policy, Strategy and Communications which provided an update on progress to develop a Local Industrial Strategy (LIS).

Members were advised that the LEPs covering Leeds City Region and York and North Yorkshire have been working together to create a joint Local Industrial Strategy for their combined area. It was reported that whilst discussions around the merger continued, more immediate decisions are required on the LIS than the timescales allow. In order to allow the work to progress quickly and to simplify the decision making process, it was proposed that each LEP carries out work to develop strategies reflecting the two existing LEP geographies. Significant collaboration would continue with a view to bringing both strategies together for the new LEP geography once the merger process is complete.

Members noted the SWOT (strengths, weaknesses, opportunities and threats) analysis attached at Appendix 1 and discussed the strengths, areas of distinctiveness of the regions and opportunities across the new geography. It was considered that the ambition was set out clearly but not how this would be

achieved. The region must deliver on the commitments and Members agreed that links to the skills agenda were essential with more investment needed in relevant skills to support the growth of the region.

It was proposed to establish a Steering Group comprising of members of the LEP Board, Panels, government and local authorities to oversee the development of the LIS. Councillors Jane Scullion and Peter McBride volunteered to take part in the Steering Group and Rashik Parmar confirmed that the Employment & Skills Panel would continue to consider the development of the LIS as part of their work. A further report would be provided at the next meeting of the LEP Board.

Resolved:

- (i) That the progress made be noted.
- (ii) That the LEP Board endorse that work should progress on a Local Industrial Strategy (LIS) for the existing Leeds City Region LEP until the creation of a new LEP is confirmed.

20. Economic and Brexit Monitoring

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

The report and appendices covered the main local, national and international economic developments and included a commentary and assessment in respect of Brexit.

Resolved: That the report and appendices be noted.

21. Corporate Performance Report

The Board considered a report of the Director of Corporate Services which provided an update on a range of corporate and governance matters.

A summary of the 2018/19 revenue budget and spend to February 2019 was attached at Appendix 1 and the revenue budget for 2019/20 which was approved by the Combined Authority on 14 February 2019, was attached at Appendix 2.

In respect of corporate performance, a set of 15 headline performance indicators had been developed in order to measure the specific contribution of the Combined Authority towards the long term strategic goals. A copy of the indicators with details of the results achieved against these in the 2018/19 financial year was attached at Appendix 3.

It was reported that following consideration of the draft Leeds City Region's 2019/20 delivery plan and summary of LEP performance in 2018/19 at the last

meeting, further work had been undertaken on the design of the document and a copy was attached at Appendix 4. The delivery plan will also form an integral part of the Combined Authority Corporate Plan which is to be considered at their meeting on 27 June 2019.

It was proposed that a corporate performance report be submitted to each meeting of the LEP Board to provide information on budgets, performance management, risk, audit, scrutiny and any other matters that emerge.

Resolved: That the report be noted.

22. Proposal to Recruit to the Role of Director, Economic Services

The Board considered a report of the Director of Corporate Services which informed Members that, following a review and re-evaluation of the increased breadth of activities in Economic Services, approval will be sought from the Combined Authority to amend the current Executive Head role to a Director role in the Combined Authority.

Resolved: That the proposal for the Combined Authority to revise the current role of Executive Head, Economic Services to a Director role be noted.

23. Draft minutes of the West Yorkshire Combined Authority held on 25 April 2019

Resolved: That the draft minutes of the West Yorkshire Combined Authority held on 25 April 2019 be noted.

24. Date of Next Meeting

The next meeting of the LEP Board will be held at 2pm on Thursday 18 July 2019.