

LEEDS CITY REGION ENTERPRISE PARTNERSHIP BOARD

**MEETING TO BE HELD AT 2.00 PM ON WEDNESDAY, 10 JUNE 2020
DUE TO COVID-19, THIS MEETING WILL BE HELD REMOTELY AND
WILL BE LIVESTREAMED HERE:
[HTTPS://WWW.YOUTUBE.COM/CHANNEL/UCAZJNSGPQZZT41VIBN2
ZK9A/LIVE](https://www.youtube.com/channel/UCAZJNSGPQZZT41VIBN2ZK9A/LIVE) (COPY AND PASTE THE LINK IN YOUR BROWSER)**

A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

If an interest has not been entered onto the LEP's register, then members must disclose the interest at any meeting at which they are present and where they have a disclosable interest in any matter being considered and where the matter is not a sensitive interest.

3. EXCLUSION OF THE PRESS AND PUBLIC

4. MINUTES OF THE MEETING HELD ON 25 FEBRUARY 2020 (Pages 1 - 12)

5. NOTES OF THE CONFERENCE CALL HELD ON 1 APRIL 2020 (Pages 13 - 18)

6. ECONOMIC REPORTING (Led by: Alan Reiss, Author: James Hopton) (Pages 19 - 30)

7. COVID-19 (Led by: Brian Archer, Author: Henry Rigg) (Pages 31 - 38)

8. PANEL AND COMMITTEE REPORTS

(a) BUSINESS INNOVATION AND GROWTH PANEL

(Led by: Andrew Wright)

(Pages 39 - 44)

(b) EMPLOYMENT AND SKILLS PANEL

(Led by: Rashik Parmar)

(Pages 45 - 50)

(c) GREEN ECONOMY PANEL

(Led by: Simon Pringle)

(Pages 51 - 56)

(d) PLACE PANEL

(Led by: Cllr Tim Swift)

(Pages 57 - 60)

(e) INCLUSIVE GROWTH & PUBLIC POLICY PANEL

(Led by: Cllr Shabir Pandor)

(Pages 61 - 66)

(f) LEP CAPITAL PROGRAMME (INVESTMENT COMMITTEE)

(Led by: Melanie Corcoran)

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9. GOVERNANCE REPORT

(Led by: Caroline Allen, Author: Julie Haigh)

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10. DEVELOPING A LEP-WIDE RESPONSE TO TACKLING THE CLIMATE EMERGENCY

(Led by: Alan Reiss, Author: Jacqui Warren)

(Pages 89 - 106)

11. CORPORATE PERFORMANCE

(Led by: Angela Taylor, Author: Louise Porter)

(Pages 107 - 128)

12. CALENDAR OF MEETINGS 2020/21

(Led by: Angela Taylor, Author: Caroline Allen)

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For Information

13. MINUTES OF THE MEETING OF THE COMBINED AUTHORITY HELD ON 6 FEBRUARY 2020

(Pages 133 - 148)

**14. MINUTES OF THE MEETING OF THE COMBINED AUTHORITY
HELD ON 16 APRIL 2020**

(Pages 149 - 158)

15. DATE OF NEXT MEETING

The next meeting will be held on Tuesday 14 July 2020 at the earlier start time of 1 pm.

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**MINUTES OF THE MEETING OF THE
LEEDS CITY REGION ENTERPRISE PARTNERSHIP BOARD
HELD ON TUESDAY, 25 FEBRUARY 2020 AT COMMITTEE ROOM A,
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

Present:

Roger Marsh OBE DL (Chair)	Leeds City Region Enterprise Partnership
Professor Bob Cryan CBE	University of Huddersfield
Kate Hainsworth	Leeds Community Foundation
Amir Hussain	Yeme Architects
Mandy Ridyard	Produmax Ltd
Mark Roberts	Beer Hawk Ltd
Joanna Robinson	Chair, Business Communications Group
Andrew Wright	A W Hainsworth Ltd (Chair, Business Innovation & Growth Panel)
Councillor Judith Blake CBE	Leeds City Council
Councillor Susan Hinchcliffe	Bradford Council
Councillor Shabir Pandor	Kirklees Council
Councillor Jane Scullion (Substitute)	Calderdale Council
Councillor Andrew Waller (Substitute)	City of York Council

In attendance:

Professor Simon Pringle	Project Rome
Tom Riordan	Leeds City Council
Ben Still	LEP/West Yorkshire Combined Authority
Caroline Allen	LEP/West Yorkshire Combined Authority
Alan Reiss	LEP/West Yorkshire Combined Authority
Henry Rigg	LEP/West Yorkshire Combined Authority
David Shepherd	LEP/West Yorkshire Combined Authority
Amanda Potter	LEP/West Yorkshire Combined Authority
Ruth Chaplin	LEP/West Yorkshire Combined Authority

80. Apologies for Absence

Apologies for absence were received from Adam Beaumont, Rashik Parmar and Councillors Keith Aspden, Richard Cooper, Denise Jeffery, Andrew Lee and Tim Swift.

81. 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.

Councillor Jane Scullion declared a non-pecuniary interest in respect of agenda item 6, Response to Storms Ciara and Dennis and advised that although she had been affected by the recent floods, she would not be receiving any central or local government funding. Councillor Scullion also declared an other interest in the same item as she is a member of the Yorkshire Regional Flood and Coastal Committee.

Councillor Andrew Waller declared an other interest in agenda item 7, Response to Storms Ciara and Dennis as he is a member of the Yorkshire Regional Flood and Coastal Committee.

Kate Hainsworth declared an other interest in agenda item 7, Response to Storms Ciara and Dennis as she had been involved in discussions regarding the possible launch of a flood appeal as part of her role with the Leeds Community Foundation.

82. Exclusion of the Press and Public

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

83. Minutes of the meeting held on 16 January 2020

Resolved: That the minutes of the meeting held on 16 January 2020 be approved and signed by the Chair.

84. Panel and Committee Reports

The Board discussed and noted the Panel reports which were presented for information.

The Green Economy Panel had met on 28 January 2020 and the report provided an update on the items considered at the meeting. The Board discussed the significant areas of activity underway to tackle the climate emergency and the scale of the challenge to reduce City Region emissions in line with the net zero carbon 2038 target. It was noted that a series of workshops were being held and LEP Board Members will be invited and it was suggested that the District's portfolio holders should also be included. In addition, all the Panels will consider tackling the climate emergency using the findings of the pathways work to inform policy recommendations and the action plan for the Leeds City Region. A report on climate emergency, which

would include the role of businesses and how to leverage their influence, would be prepared for the next meeting.

A meeting of the Place Panel had been held on 30 January 2020. Members discussed and noted the items which had been considered which included updates on the development of the Leeds City Region Cultural Framework, the Combined Authority's design support programme, the Enabling Housing Growth project and the Towns Fund.

The Panel Chairs were thanked for their updates.

Resolved:

- (i) That the Panel reports be noted.
- (ii) That the Board endorses all panels playing a significant role in tackling the Climate Emergency.

85. Response to Storms Ciara and Dennis

The Board considered a report of the Directors of Policy, Strategy and Communications and Economic Services which provided an update on the impact of the recent Storms Ciara and Dennis, the associated flooding and response by partners.

Members discussed the Combined Authority's investment in flood risk management. It was reported that since the Boxing Day floods in 2015, the Combined Authority had invested £20 million from the Leeds City Region Growth Deal alongside over £170 million of partner match funding for the City Region. Further investment was also being made in several flood alleviation schemes.

The Board agreed to the implementation of two funds to support flooded businesses:

- Emergency Response Fund – a provisional allocation of £1.25 million to be used to provide grants of up to £2,500 for flooded business to support the cost of immediate emergency actions to resume or continue trading,
- Business Recovery Fund – a provisional allocation of £1.75 million to be used to provide grants of up to £50,000 (with 50% match funding required from the applicants) for flooded businesses to replace damaged equipment and machinery, and to renovate and/or refurbish premises.

Details of both funds were outlined in the submitted report.

It was reported that a letter had been sent to the Secretary of State for the Department for Environment, Food and Rural Affairs and the Chancellor of the

Exchequer seeking Government funding for a programme of new flood defence measures.

The report also provided details of ongoing work with partners including the Environment Agency, Yorkshire Regional Flood and Coastal Committee and Yorkshire Water to develop flood risk management schemes. Delivery of the Leeds City Region Flood Review's recommendations, which were published in December 2016, is ongoing and the Review continues to frame the Combined Authority's Flood Risk Management (FRM) strategy and delivery actions.

Members asked that a letter be sent on behalf of the LEP Board to all Chief Executives asking that their thanks be passed to officers who had reacted quickly to assist the communities which had been severely affected by the storms.

Resolved:

- (i) That the progress made be noted.
- (ii) That the delivery of the two business funds for flooded businesses as set out in paragraphs 2.9 to 2.12 of the submitted report be approved.

86. Governance Arrangements

The Board considered a report of the Directors of Corporate Services and Policy, Strategy and Communications on governance arrangements which:

- Sought agreement on the future appointment of the LEP Chair and Board appointments
- Sought approval to amendments to governance arrangements of the LEP and LEP governance documents.

Members noted the proposals in respect of the LEP Chair including the process for recruiting to the position. Roger Marsh took no part in the consideration of the proposal. It was agreed that the current Chair's term of office be extended for a period of up to two years to the Annual Meeting 2022. This would be subject to a review in 2021 in accordance with Terms of Reference which will be prepared by the Chief Executive of the LEP for approval by the LEP Board

In respect of LEP Board membership, it was noted that that the following members have stepped down from the Board:

- Professor Bob Cryan
- Professor Adam Beaumont

It was noted that Nicola Greenan, who had been the LEP's Diversity Champion for the LEP and a member of the Inclusive Growth and Public Policy Panel had also stepped down earlier in the year.

In the absence of Adam Beaumont, the Board asked that their thanks be recorded for the role he had played during his term of office, particularly in respect of the digital agenda.

On behalf of the Board, the Chair paid tribute to Bob Cryan who had been a Member of the LEP Board since 2013 and had also deputised for the Chair as substitute Member of the Combined Authority. He thanked him for his valuable contributions to a wide range of the LEP's activities and the guidance and support he had given. In response, Bob Cryan said he felt proud and privileged to have been a part of the LEP and all its achievements and he thanked the Board for their comments and good wishes.

The Appointments Panel had recently met and were recommending that membership of the Board consist of 18 members (13 private sector, 5 public sector). This ensures the LEP meets government requirements,

In order to meet the recommendations, it was agreed that the following members terms, which are due to expire on 31 March 2020, be extended:

- Rashik Parmar with a proposal that his term be extended for a further two years to April 2022.
- Mark Roberts with a proposal that his term is extended for two years to June 2022, with an option of two further consecutive terms.
- Joanna Robinson with a proposal that her term is extended initially for a year to April 2021.
- Andrew Wright with a proposal that his term is extended for a further three years, to April 2023.

It was also agreed that the following private sector representatives be appointed to the LEP Board for a term of three years, with an optional two consecutive terms:

- Professor Shirley Congdon
- Kully Thiarai
- Kamran Rashid
- Helen Featherstone
- Simon Pringle

It was also agreed to extend an invitation to the Leaders of City of York Council and Harrogate District Council to attend Board meetings as observers with the latter representing the interests of Craven District Council and Selby District Council.

It was recognised that business groups played a key role in supporting business growth in the region. It was reported that an approach has been made to business representative groups to seek a nomination to the Board as a co-optee to support the LEP's agenda and core priorities. This would be on a one year basis and any appointment would be made at the LEP's annual meeting.

Details of the membership and appointments were provided in in Appendix 1 which was circulated at the meeting. The changes to the LEP membership arrangements will take effect when the geographic area of the LEP changes on 31 March 2020.

In respect of the LEP Deputy Chair, it was considered appropriate to now appoint a private sector representative which had been identified as best practice by the National Assurance Framework. Expressions of Interest for the role had been sought from existing private sector members and the Board agreed that Mark Roberts be appointed to the position and also nominate him to act as a substitute for the LEP Member appointed to the Combined Authority.

It was agreed that Kate Hainsworth be appointed to the vacant role of Diversity Champion with immediate effect and Joanna Robinson would continue in the role of SME Champion.

It was noted that the LEP's governance documents will need to be amended to reflect the revised LEP geography and other governance changes required by the National Assurance Framework relating to membership with effect from 31 March 2020. The proposed amendments to the documents, which were attached at Appendices 2 – 5, were set out in the submitted report.

Members noted the proposed change to the private sector LEP Board membership on the Inclusive Growth and Public Policy Panel (IGPPP) which was outlined in the submitted report. The Board recommended that Kate Hainsworth fill the vacancy on the IGPPP and this would be considered by the Combined Authority at their next meeting.

Resolved:

- (i) That the current Chair's term of office is extended for a period of up to two years to the Annual Meeting 2022, subject to a review in 2021 in accordance with Terms of Reference, to be prepared by the Chief Executive of the LEP and agreed by the Board.
- (ii) That authority be delegated to the Chief Executive of the LEP to undertake a review of the Chair's role profile and remuneration as part of the recruitment process at an appropriate time as set out in the submitted report.
- (iii) That the Board make up as set out at paragraph 2.19 of the submitted report be agreed.
- (iv) That extension to the following members terms, as set out in Appendix 1 of the submitted report be agreed:

- Rashik Parmar's term be extended for a further two years to April 2022.
 - Mark Roberts' term is extended for two years to June 2022, with an option of two further consecutive terms.
 - Joanna Robinson's term is extended initially for a year to April 2021.
 - Andrew Wright's term is extended for a further three years, to April 2023.
- (v) That the following appointments be made for a term of three years, with an optional two consecutive terms:
- Professor Shirley Congdon
 - Helen Featherstone
 - Professor Simon Pringle
 - Kamran Rashid
 - Kully Thiarai
- (vi) That the option to appoint a co-optee from business representative organisations on a one year basis to support the LEP's agenda and core priorities be agreed. Any appointment will be made at the LEP's Annual Meeting.
- (vii) That the Leaders of Harrogate and York Councils be invited to attend future meetings.
- (viii) That Mark Roberts be appointed as a Private Sector Deputy Chair with effect from 31 March 2020, and nominated to the West Yorkshire Combined Authority, as the substitute LEP Member on the Combined Authority.
- (ix) That Kate Hainsworth be appointed as Diversity Champion with immediate effect.
- (x) That amendments to the following LEP governance documents as set out in the relevant appendices, be approved with effect from 31 March 2020:
- Appendix 1 – LEP Board membership (tabled at the meeting)
 - Appendix 2 - LEP Constitution
 - Appendix 3 - LEP Procedure Rules
 - Appendix 4 – Recruitment and Appointment Procedure for Private Sector Representatives
 - Appendix 5 – LEP Equality and Diversity Policy and Statement
- (xi) That the Board recommend to the Combined Authority the appointment of LEP Board member, Kate Hainsworth, to the Inclusive Growth & Public Policy Panel.

87. Strengthened Local Enterprise Partnerships

The Board considered a report of the Director of Policy, Strategy and Communications on Strengthened Local Enterprise Partnerships.

Members discussed the report which sought decisions on principles and mechanisms designed to ensure that collaborative partnership work continues across the functional economic area of the region with minimal impact on the delivery of core projects.

It was noted that any mechanism for cross LEP work could be underpinned by a formal collaboration agreement and an update would be brought to a future meeting.

The importance of continuing partnership working to retain a regional understanding of impact, benefits and opportunities was recognised and as discussed under item 7, the Leaders of Harrogate and York Councils would be invited to attend LEP Board meetings on a non-voting basis. In respect of LEP Panels, it was proposed that all ten former Leeds City Region authorities continue to attend meetings, particularly whilst programmes are being delivered in their area. This arrangement would be in place until the end of the current Growth Deal in March 2021.

Members noted the update in respect of the financial implications for existing and future funding including the Growth Deal, West Yorkshire plus Transport Fund and Growing Places Fund. It was noted that both LEPs have removed the risk of being penalised in future funding for local growth and infrastructure.

Resolved:

- (i) That the Board notes and supports work to maintain strong partnership working arrangements across the former Leeds City Region geography with LEP and local authority partners.
- (ii) That the Board notes that discussions to agree a codified collaboration agreement are ongoing and that proposals will come to a future meeting of the LEP Board for endorsement and agreement.

88. Local Industrial Strategy

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

Members had been involved in the development of the LIS and further refinement of the draft to reflect emerging Government priorities and ongoing discussions will be made during Spring 2020. The Board discussed the emerging top priorities outlined in the report and the importance of digital technology including the Leeds City Region's involvement in the Smart Cities

agenda. Further information on Smart Cities would be brought to a future meeting.

The final economic evidence report is to be published in Spring 2020 and the draft LIS will be circulated to the LEP Board and Panels for comment prior to submission to Government in Summer 2020.

Resolved: That the report be noted.

89. Brexit

The Board considered a report of the Directors of Policy, Strategy and Communications and Economic Services on Brexit.

The report provided an update on the organisational preparation being undertaken by the Combined Authority and Leeds City Region Local Enterprise Partnership (LEP) for the United Kingdom's exit from the European Union.

It was noted that there was still a period of uncertainty and Members discussed the approach to the transition including the continued support being offered to businesses.

Members were advised that the Combined Authority, in collaboration with partners, has looked to revise its Brexit communication strategy to reflect what communications will be required during the transition phase. It was noted that the strategy will need to be flexible to respond to changes as they develop and details of current activity were outlined in the report.

It was noted that reports would be brought to future meetings as the position becomes clearer.

Resolved: That the report be noted.

90. Trade & Investment Forward Plan 2020/2021

The Board considered a report of the Director of Economic Services on the Trade and Investment Forward Plan.

It was reported that a forward plan of proposed activity for 2020/21 was being developed. Members were given a presentation which reflected upon previous years' foreign direct investment (FDI) patterns and trends and how the implementation of new sector plans will provide greater clarity on the region's main investment opportunities for 2020/21.

The challenges in respect of Brexit both from a national and international perspective were recognised. Members noted that a high priority for the team was to retain all foreign owned companies and provide ongoing support to companies during the transition period. Guidance from the Department for International Trade (DIT) on future trade deals will be critical to enable the

LEP to deliver a trade focussed communications programme and help businesses to explore future trade opportunities.

Members discussed the update provided in the report on the Northern Powerhouse (NPH) Trade and Investment Prospectus which had been submitted to the DIT in January 2020. The proposal, which was supported by NP11 LEP Chairs and the Convention of the North, requests ministerial sign-off and the creation of a Northern Powerhouse Trade and Investment Leadership Board to oversee its delivery via a pan-Northern trade and investment plan.

Resolved: That the approach outlined in the Trade and Investment Forward Plan for 2020/21 be approved.

91. Culture, Sport and Major Events

The Board considered a report of the Director of Policy, Strategy and Communications on Culture, Sport and Major Events.

The report provided an update about the ongoing activity of City Region partners who are working together to unlock the full potential of culture, sport and major events to deliver the City Region's vision.

Members welcomed the development of the Leeds City Region Culture Framework and Vision documents and discussed the draft outline which was attached at Appendix 2. The document will be used by partners in developing their own local and national plans and to secure commitment to the LEP cultural agenda and the detail outlined in the submitted report was noted.

It was acknowledged that due to its cross cutting nature, the cultural agenda did not sit under any one programme or remit of any of the LEP Panels. It was therefore proposed to establish a group of 'cultural champions' across the LEP Panels who could convene with partners to help steer the cultural focus and develop future action plans.

The Board endorsed the adoption of the framework and further development of the support structure arrangements including development of the partnerships. A further report outlining the specific asks and timeframe for the framework would be brought to a future meeting.

Resolved:

- (i) That the ongoing activity of City Region partners who are working together to unlock the full potential of culture, sport and major events to deliver the City Region's vision be noted.
- (ii) That the adoption of the framework, subject to final amendments and design work be endorsed.

- (iii) That the proposal to establish a group of cultural champions across the LEP panels to steer the cross-cutting cultural agenda of the LEP, and to note ongoing work to establish partnership arrangements to deliver the framework and vision be agreed.
- (iv) That the outline cultural vision document which will be further developed with the cultural steering group be noted.

92. Corporate Performance

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 2019/20 current spend to budget as at December 2019 was attached at Appendix 1.

Members noted the summary of progress against the key performance indicators and the corporate risk update which was attached at Appendix 2.

It was reported that the Combined Authority had approved the 2020/21 budget and accompanying business plan at the meeting held on 6 February 2020. This set out the detailed objectives to be delivered by the Combined Authority and the LEP over the next financial year. A standalone LEP Delivery Plan is being developed and will be brought to the next meeting.

Resolved: That the report be noted.

93. Minutes of the West Yorkshire Combined Authority held on 9 January 2020

Resolved: That the minutes of the West Yorkshire Combined Authority held on 9 January 2020 be noted.

94. Date of Next Meeting

The next meeting of the LEP Board will be held at 2pm on Wednesday 1 April 2020.

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NOTES OF A CONFERENCE CALL OF THE LEEDS CITY REGION ENTERPRISE PARTNERSHIP BOARD HELD ON WEDNESDAY 1 APRIL 2020

Present:

Roger Marsh OBE DL (Chair)
Prof Shirley Congdon
Helen Featherstone
Amir Hussain
Rashik Parmar MBE

Professor Simon Pringle
Kamran Rashid
Mandy Ridyard
Mark Roberts (Deputy Chair)
Joanna Robinson
Kully Thiarai
Andrew Wright

Councillor Judith Blake CBE
Councillor Susan Hinchcliffe
Councillor Shabir Pandor
Councillor Tim Swift MBE

Leeds City Region Enterprise Partnership
Higher Education
Culture
Yeme Architects
IBM Academy of Technology (Chair,
Employment & Skills Panel)
Project Rome
Third Sector
Produmax Ltd
Beer Hawk Ltd
Chair, Business Communications Group
Culture
A W Hainsworth Ltd (Chair, Business
Innovation & Growth Panel)
Leeds City Council
Bradford Council
Kirklees Council
Calderdale Council

In attendance:

Tom Riordan
Councillor Graham Swift
Ben Still
Caroline Allen
Angela Taylor
Brian Archer
Ruth Chaplin

Leeds City Council
Harrogate Borough Council
LEP/West Yorkshire Combined Authority
LEP/West Yorkshire Combined Authority
LEP/West Yorkshire Combined Authority
LEP/West Yorkshire Combined Authority
LEP/West Yorkshire Combined Authority

1. Chair's Comments

The Chair opened the meeting which was being held as a consultation conference call via Zoom. He welcomed the new LEP Board members to their first meeting and also Mark Roberts as Deputy Chair.

The formalities of how the meeting would be managed and the decision-making items to be considered were clarified. Members would be given the opportunity to speak and their views would be sought on each item. The Chair would then take the decisions in accordance with the delegations conferred to him by the LEP Board Constitution (Section 10 – Urgent

Decisions of the LEP). Following the conclusion of the conference call, a Written Record would be completed by the Chair, clearly stating that the decisions have been made in consultation with the other members of the LEP Board. The Written Record, together with a copy of the notes of the meeting, will then be published on the website.

2. Apologies for Absence

Apologies for absence were received from Kate Hainsworth.

3. 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.

4. Minutes of the meeting held on 25 February 2020

Recommendation: That the minutes of the meeting held on 25 February 2020 be noted and approved at the next meeting of the LEP Board.

5. Governance Arrangements

The Board considered a report of the Director, Corporate Services on governance arrangements.

The report provided an update on the process to seek new private sector members for the Combined Authority's advisory panels. Appointments panels had been held during February and March to recruit to the following:

- Business Innovation & Growth Panel
- Employment & Skills Panel
- Green Economy Panel
- Inclusive Growth & Public Policy Panel

In addition, it was noted that the terms of office for a number of existing panel members were coming to an end and it was proposed that these be extended as outlined in the submitted report.

Members noted the nominations which would be considered by the Combined Authority at their next formal meeting. Details of the proposals for both new and existing private sector membership of the advisory panels was provided in Appendix 1. Arrangements would be made to provide new members with an induction at the earliest opportunity in order to provide them with a better understanding of the LEP and the work of the panels.

It was proposed that the public sector membership of panels remains unchanged, reflecting all ten former Leeds City Region authorities, where

those authorities wish to remain involved and there is continuing mutual strategic benefit.

It was noted that that appointments made beyond the next municipal year may need to be subject to a caveat relating to any potential changes to governance arrangements following the West Yorkshire devolution deal. Further details would be provided to a future meeting.

Recommendations:

- (i) That the proposals in relation to the nomination of private sector members to advisory panels and extensions to terms of office of existing members, as set out in Appendix 1 of the submitted report be approved by the Chair of the LEP Board under his delegated powers and be recommended to the next meeting of the Combined Authority for formal approval.
- (ii) That until such time as the nominations to panels are formally approved by the Combined Authority and to ensure that new panel members are able to familiarise themselves with the work of the respective panels, they are invited to participate in any conference calls and workshops which take place in the foreseeable future.

6. COVID-19

The Board considered a report of the Directors of Economic Services and Policy, Strategy and Communications on COVID-19.

The report outlined the latest advice and business support in response to the COVID-19 outbreak and the response of the Combined Authority and Leeds City Region Enterprise Partnership. It was acknowledged that health and public safety was the most important issue, but it was also an economic emergency and the full impact of COVID-19 on the Leeds City Region would not be known for some time and it was already having a serious effect on businesses and the economy.

It was reported that the Business Gateway team had been established (formerly the Business Growth Service) with additional staff to handle the high volume of enquiries being received. Support was being offered to businesses to help them access financial assistance and advice as quickly as possible including the funding and measures that have been put in place by central Government.

In this respect, the Board thanked officers and the Business Investment Panel for their swift action and support offered to Herida Healthcare in overcoming their short term funding challenge to provide the NHS with the urgently needed mattresses for the Nightingale Hospital in London.

Members discussed their concerns regarding the gaps in the Government's support package, the delays being encountered by businesses in getting

responses from the banks and the high interest rates some were charging. It was acknowledged that much of the banks' decision making was made nationally and the need to emphasise to them the cash flow problems being experienced by some businesses who will not survive the crisis was highlighted

It was noted that the Combined Authority and LEP were doing everything possible to work with central Government and other Mayoral Combined Authorities (MCAs) to ensure there was sufficient support for businesses. A note on business support interventions had been sent to Government to influence the development of national programmes and a copy was attached at Appendix 1 to the report. Work was continuing to identify any further gaps in the Government's support package e.g. for those smaller businesses who would not qualify for one type of loan but were too big for another. Members stressed the need to highlight such examples to Government and emphasise the problems being faced by businesses.

Looking ahead, Members discussed how businesses could be helped to recover and it was considered that the devolution deal and the Northern Powerhouse could provide opportunities for the Leeds City Region and new businesses.

Recommendation: That the update be noted.

7. Devolution

The Board considered a report of the Combined Authority's Managing Director on Devolution.

Members discussed the report which provided a summary of the "minded-to" West Yorkshire Devolution Deal and update on its implementation. A timeline outlining the main decisions and estimated timescales was attached at Appendix 1.

It was reported that despite the current COVID-19 emergency, devolution remains a priority for the Government. It was however acknowledged that there are challenges for the timetable in the current climate, particularly with regard to the consultation and laying of the order.

Councillor Graham Swift congratulated the Combined Authority in securing the deal and hoped his authority would be able to continue working with the partnership in the future.

The Board welcomed and endorsed the Devolution Deal and thanked the West Yorkshire Leaders and officers for their tireless work in securing the deal.

Recommendation: That the West Yorkshire Devolution Deal be endorsed.

8. Corporate Performance

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

A summary of the 2019/20 current spend to budget as at January 2020 was attached at Appendix 1.

Members noted the summary of progress against the key performance indicators for the year to date which was attached at Appendix 2. This also included a summary of the headline strategic risks. This included a new risk related to the disruption to normal business operations and service delivery as a result of the ongoing national response to COVID-19.

The Board discussed the draft LEP Annual Delivery Plan for 2020/21 which was attached at Appendix 3. It was proposed that final approval of its content be delegated to the Chair of the LEP Board and the Managing Director.

In respect of other governance matters it was noted that the annual assurance framework had been finalised and published on the LEP website in line with the required timescales.

Recommendations: That, following consultation with LEP Board members, the final design and content of the LEP Annual Delivery Plan and Review be agreed between the LEP Chair and the Managing Director.

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Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 10 June 2020

Subject: **Economic Reporting**

Director: Alan Reiss, Director of Policy, Strategy and Communications

Author: James Hopton

Purpose of this report

- 1.1 To provide an update on the latest economic and business intelligence for the Board, and to update the Board on the latest activity and intelligence around understanding the impact of COVID-19.

2. Information

Background

- 2.1 Since the outbreak of COVID-19 and the resulting lockdown, measures have been put in place to monitor the impact of the virus on the local economy. This has included the production of a weekly monitoring report, drawing together intelligence from the Growth Services' interactions with businesses along with intelligence from other data tools available to the LEP / Combined Authority, and published data. This report presents the latest assessment of that intelligence.
- 2.2 The Research & Intelligence team is also supporting work on recovery, by:
- undertaking analysis to identify areas, sectors and groups of society who may be more heavily affected by COVID-19
 - assessing the range of scenarios published by official institutions such as the Bank of England and Office for Budget Responsibility as well as other forecasters to understand potential impacts on the economy
 - commissioning further economic scenario work to understand the scale of potential impacts locally
 - undertaking primary research to understand the potential impact of measures such as social distancing on peoples' choices on issues such as public transport use and willingness to travel.
- 2.3 This work will feed into the development of a range of scenarios which will inform the organisation's policy response.

Impacts to date

- 2.4 Like the rest of the country, Leeds City Region has seen a significant fall in economic and other activity since the beginning of lockdown in March. In the early weeks of lockdown, footfall in Leeds city centre fell by 90% according to data from Leeds City Council, whilst data on MCard and concessionary fare passes showed a similar fall in movements across West Yorkshire.
- 2.5 The level of activity in the labour market also declined rapidly, with the number of vacancies advertised currently down 65% locally and 62% nationally compared to pre-lockdown. The largest reductions in vacancies have been in sales, HR and recruitment, hospitality and catering, and consultancy roles, showing that although shutdown sectors have been badly affected, wider swathes of the economy have also seen a significant reduction in hiring activity. Vacancies for social work and healthcare and nursing jobs have been relatively resilient. The number of new business bank accounts opened, a proxy for start-up activity, down by a similar amount in April.
- 2.6 There has also been an unprecedented increase in claims for unemployment benefits. In April 2020 there were 108,000 jobless claimants in Leeds City Region, with 87,900 claimants in West Yorkshire. Between March and April 2020, the count increased by 41,200 (+62%) across the City Region and by 30,800 (+54%) across West Yorkshire, lower than the increase seen nationally of 66%. The claimant rate (expressed as a proportion of adult residents) rose from 3.5% to 5.6% in the City Region and from 3.9% to 6.0% for West Yorkshire.
- 2.7 The monthly increase in the claimant count seen in April is largely unprecedented, though the consensus among analysts is that this would have been much higher had the Coronavirus Job Retention Scheme CJRS to furlough staff not been in place. Although official data on the take up of the CJRS is not available at the local level, one million businesses have collectively furloughed 8.3m staff nationally. Analysis of an Office for National Statistics business survey (which suggested eight million jobs could be furloughed) suggested that if applied locally, around 293,000 and 387,000 workers could be furloughed in West Yorkshire and Leeds City Region respectively. Around 75% of businesses nationally have used the scheme. There were 216,100 people on Universal Credit in Leeds City Region in April 2020 and 167,800 in West Yorkshire. Leeds City Region saw a monthly increase of 60,000 (38%) between March and April 2020 and West Yorkshire an increase of 44,600 (36%), both slightly below the national average increase of 40%.
- 2.8 Existing businesses have faced significant challenges. An ONS survey of businesses nationally suggested that around 20% had temporarily ceased trading. Locally, 1,944 businesses in Leeds City Region were dissolved / liquidated in March 2020, this is up from 1,198 (62%) compared to March 2019 according to the FAME business database. There was a 66% increase nationally. Almost a quarter of closures in March were in business services (440), with 273 in travel & leisure, 249 in wholesale or retail, and 224 in

transport, freight and storage. However, the number of business liquidations fell significantly in April. 550 companies were liquidated/dissolved in Leeds City Region in April 2020, down 72% from March. The picture was similar in West Yorkshire, with 489 companies dissolved (down 70%). There was a 76% decline nationally. This sharp fall may reflect temporary changes to company insolvency practices introduced in response to COVID-19, which temporarily paused the strike off process, gave companies a three-month extension to file accounts, and suspended some wrongful trading provisions under the Insolvency Act.

- 2.9 The number of West Yorkshire companies with high risk credit ratings continued to increase in early May, rising by 17% from 4,700 on April 28th to 5,500 on May 19th, according to data from Bureau van Dijk's FAME business database. The sectoral breakdown of companies with high risk credit ratings closely matches the breakdown of all companies for which ratings are available. However, companies in business administration are overrepresented – 12.5% of high-risk companies vs. 9.5% overall. The same is true of accommodation & food (4.9% vs. 3.9%).
- 2.10 The majority of contacts to the LEP's Growth Managers and business support gateway have focused on issues around access to finance and cash flow, with contacts from B2C sectors such as retail and hospitality most prevalent.
- 2.11 Local authorities in Leeds City Region have paid out £726m to 61,500 businesses under the Small Business Grants Fund (SBGF) scheme and the Retail, Hospitality and Leisure Business Grants Fund (RHLGF), according to data from BEIS. In West Yorkshire, £430m has been allocated to 37,000 businesses. In both areas, almost 80% of the funding has been allocated, in line with national activity.
- 2.12 Data from an ONS survey at regional level shows that four in five people in Yorkshire & Humber (82%) said they were worried or very worried about the impact of Covid-19 on their life. 29.5% of respondents in Yorkshire & Humber said their main worry was access to work, school or university, this is higher than in any other region. It is also higher than the proportion whose biggest concern was health, wellbeing or access to care.
- 2.13 16% of respondents in Yorkshire & Humber said their household finances had experienced a reduction in income in April. This is lower than in most regions and compares to 18% nationally, but there are no statistically significant variations across regions.

Potential future impacts

- 2.14 Most economic forecasters have provided an assessment of potential economic impacts at national level as a result of Covid-19. Most expect a sharp fall in 2020 followed by a recovery in 2021, though the scale of impact and timing of recovery is highly uncertain and heavily influenced by factors including the length of the lockdown.

- 2.15 The scenario developed by the Office for Budgetary Responsibility outlined a contraction in UK GDP of up to 35% in Q2, and 13% over the whole of 2020. NIESR forecast 15% drop in GDP in Q2 and just over 7% in 2020 as a whole. The Bank of England's Monetary Policy Committee has published its first assessment of potential economic impacts, suggesting GDP could fall by 25% in Q2, and by 14% in 2020.
- 2.16 There is more consensus on employment impacts, with those three national forecasts all suggesting unemployment could reach 9% or 10%.
- 2.17 At the local level, work is ongoing with Experian to develop a series of scenarios to understand local economic impacts for different trajectories. These scenarios will provide detailed local GVA and employment assessment by sector and support our recovery work. Initial higher-level forecasts by Oxford Economics suggest that the local impact in West Yorkshire may be slightly higher than the national forecasts.
- 2.18 Further work is ongoing understand current and potential future impacts in more detail, including surveys of households and businesses (the latter working with the Chambers of Commerce). This will provide further insight on the challenges facing key groups in ensuring activity can recover post-lockdown and explore opportunities for future developments that can enhance the resilience of the economy and provide growth potential.

3. Clean Growth Implications

- 3.1 There are no clean growth implications directly arising from this report.

4. Financial Implications

- 4.1 There are no financial implications directly arising from this report.

5. Legal Implications

- 5.1 There are no legal implications directly arising from this report.

6. Staffing Implications

- 6.1 There are no staffing implications directly arising from this report.

7. External Consultees

- 7.1 No external consultations have been undertaken.

8. Recommendations

- 8.1 The Board are asked to note the latest intelligence around the economic impacts of COVID-19 and consider how this relates to their work and future work plans.

9. Background Documents

None.

10. Appendices

Appendix 1: Leeds City Region weekly Covid-19 monitor – 28 May 2020

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28th May 2020

Introduction

- This report presents the latest developments with regard to Covid-19 for Leeds City Region. It draws on a number of official and unofficial data sources to present the latest intelligence and is primarily focused on the economic impacts.
- It includes analysis of anecdotal evidence from interactions with businesses, and it is recognised that this analysis is based upon subjective views from those businesses which may or may not reflect the views of the wider business community.
- Where available, data is presented for Leeds City Region (covering Barnsley, Bradford, Calderdale, Craven, Harrogate, Kirklees, Leeds, Selby, Wakefield and York). Other geographies are used where data is not available at that level. In some cases, data is presented for a single authority or area. In those instances, further data is being sought to enable more comprehensive analysis of other areas. Please send any data to contribute for analysis or any comments on this report to Research@westyorks-ca.gov.uk.

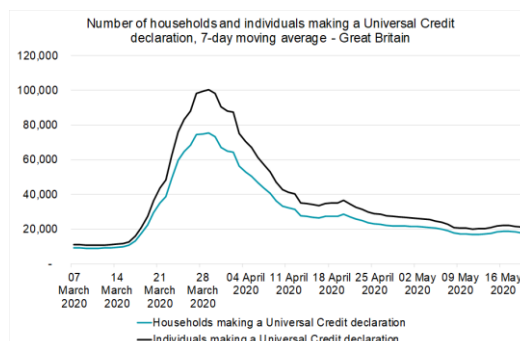
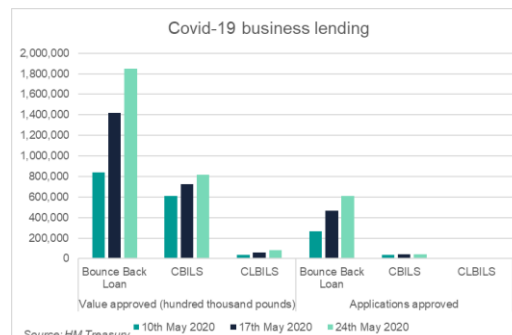
Key local insights

- Analysis of ONS data at regional level shows, as with nationally, **four out of five people in Yorkshire & Humber say they were worried or very worried** about the impact of Covid-19 on their life.
- More than in other regions, **people in Yorkshire & Humber were more likely to say their biggest concern was access to work, school or university**, even more so than said health impacts were their biggest concern.
- People in Yorkshire & Humber were also **slightly more likely to say that their work had been affected, though the number saying their finances had worsened was slightly lower** than the national average (16% vs. 18%).
- The local picture continues to show a **marked reduction in economic activity compared** to pre-lockdown. The number of online vacancies fell a further 7% in Leeds City Region and 4% in West Yorkshire this week, and is down 66% from pre-lockdown. As measured by the number of new business bank accounts, new business activity has fallen by 66% in Leeds City Region and 68% in West Yorkshire.
- However, there are signs of an **increase in people movements** as reported last week, with MCard and concessionary fare use up 7% over the past week (though still down 86% on pre-lockdown) and Leeds station footfall up 28% (but still 92% below early March).
- There was also more reported business interactions from the LEP's Growth Managers and the Growth Service gateway, though after an initial increase in queries related to changes in government guidance for businesses, these appear to have returned to being more focused on core issues around cash flow.
- The take up of **national support products continues to increase**, with 1 million businesses furloughing staff and 650,000 receiving loans.
- As a result of these measures and falling tax income, the **UK government borrowed almost as much in April as it did in the whole financial year 2019/20**. £62bn was borrowed last month, which although a record was lower than the £66.6bn the Office for Budget Responsibility (OBR) anticipated would be borrowed.
- Ahead of plans to allow more non-essential retailers to open from mid-June, a range of data has shown the **significant impact the crisis has had on the retail sector**, with ONS saying the volume of sales was down 18% in April compared to March, and the British Retail Consortium reporting non-food retailers have lost £1.8bn a week in lost revenues during lockdown.

Latest headlines and trends

Main national economic developments

- The take up of government business support schemes continues at pace. 650,000 businesses have taken some form of loan support related to the crisis. 608,000 of these have used the Bounce Back Loans, with £18.5bn lent through the scheme as of 24th May. 769,000 businesses have applied for support these loans, up 32% on the previous week.
- The pace of applications for the Coronavirus Business Interruption Loan Scheme (CBILS) and its equivalent for larger businesses (CLBILS) is much lower. 43,000 have successfully applied for CBILS and 500 for CLBILS. 51% have been successful in the former, and 31% in the latter. There was a 4% increase in applications for CBILS in the past week.
- Meanwhile, the number of employers using the furlough scheme has reached 1 million, with 8.4m jobs furloughed at a cost of £15bn by 24th May. A further 2.3m people have made use of the Self-Employment Income Support Scheme, at a cost of £6.8bn.
- Data from the Office for National Statistics (ONS) has highlighted the scale of the financial impact of the crisis and associated response measures to date. UK government borrowing reached £62bn in April, around six times the level seen in April 2019 (£51.1bn). Borrowing in April was close to the total borrowed across the whole of the 2019/20 financial year (£62.7bn). Public sector net debt reached £1,888bn – 97.7% of GDP, up from 80.7% in March 2019.
- The level of borrowing in April is higher than any month for which comparable data is available going back to 1993. However, it is actually lower than the amount the Office for Budget Responsibility (OBR) estimated would need to be borrowed in their reference scenario – they anticipated borrowing of £66.6bn last month.
- As well as increased costs (the furlough scheme cost £14bn alone in April), central government receipts fell by 26% to £45.6bn.
- Between March 16th and May 17th 2020, the DWP received over 2.8 million declarations to Universal Credit. (Declarations are when an individual/household provides information on their personal circumstances to begin a UC claim. Not all declarations will go on to receive a payment.)
- The number of daily declarations peaked in late-March / early-April, when the maximum weekly rate was 100,000 individual declarations a day (75,000 households), eight to nine times the pre-crisis volume. According to the latest data the number has now plateaued at around 20,000 per day, still around twice pre-crisis levels.
- A range of recent analysis has provided detail on the retail sector following the announcements that more non-essential retailers will be able to reopen from June. ONS retail sales figures for April 2020 – the first full month of lockdown – showed the volume of retail sales in April fell by a record 18.1%, following a fall of 5.2% in March 2020. Sales of clothing & footwear plummeted by over 50% over the same period, though the proportion spent online rose to 30.7% in April (the highest on record) compared to 19.1% in April 2019.
- Online food sales increased by over 55% month-on-month in April according to ONS, though the British Retail Consortium separately said non-food retailers have lost £1.8bn a week in revenues during lockdown.
- 65% of retailers said coronavirus has had a significantly negative impact on their sales in May, according to a CBI survey. The survey showed a continued sharp decline in sales in May, though the pace of decline was slightly slower than April with the volume of sales down 50% compared to 55% in March.
- 80% of retailers reported cash flow difficulties, down from 96% in April. Half of companies (53%) had furloughed staff.
- Retailers also reported supply chain disruption to the CBI, with 44% reporting shipping delays and 58% experiencing shortages of some goods.
- In recent days however there have been some positive movements in the stock market, amid suggestions in some quarters that the economic impact may be a little less severe than some estimates. A regular survey of new forecasts by independent forecasters by HM Treasury found on average they expected GDP to fall by 8.6% this year, which is some way below estimates from OBR and others.

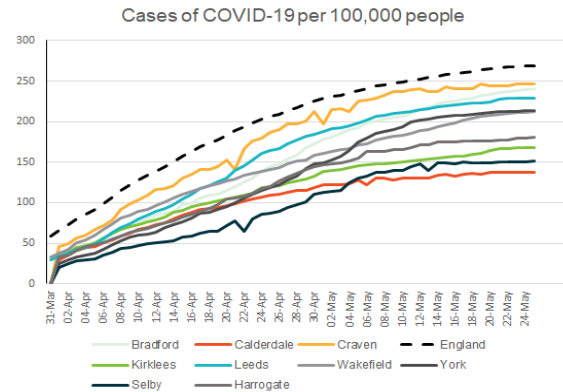


Developments in Leeds City Region

Number of Covid-19 cases per 100,000 people in the wider Leeds City Region area

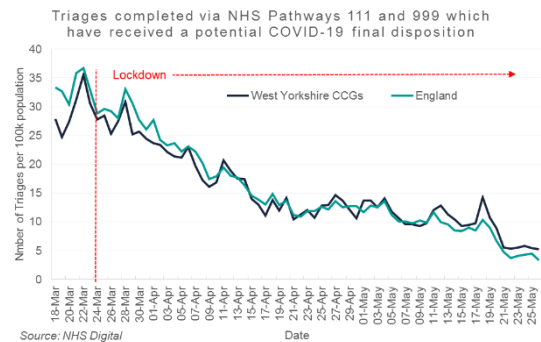
The NHS releases daily information on the number of Covid-19 cases by Lower Tier Local Authority. Over April and into May the Covid-19 growth rate has continued to slow down. Currently the last seven-day average growth rate fell below 1%, at 0.3% nationally. The growth rate in West Yorkshire and the wider Leeds City Region is currently 0.5%, with Kirklees having the highest growth figures at 0.74% and Craven having no growth in cases over the last week.

Across England there have been 268.5 cases per 100,000 people. All Local authorities in Leeds City Region have a lower rate than the England figure. Craven has had the highest rate to date with 246.3 cases per 100,000 followed closely by Bradford and Leeds with 240.3 and 229.2 cases per 100,000 respectively.



NHS calls/online with a potential Covid-19 final disposition

In Clinical Commissioning Groups (CCGs) covering West Yorkshire, 1,124 111/999 calls were made in the past week where the final disposition was a potential COVID-19 case. This is a decrease from the previous week (1,835) and is considerably lower than levels seven weeks ago (3,772). Overall, data from 111/999 calls and online assessments reveals a continued downward trend and triage volumes of potential COVID-19 cases via these pathways are at the lowest level since recording started on 18th March.

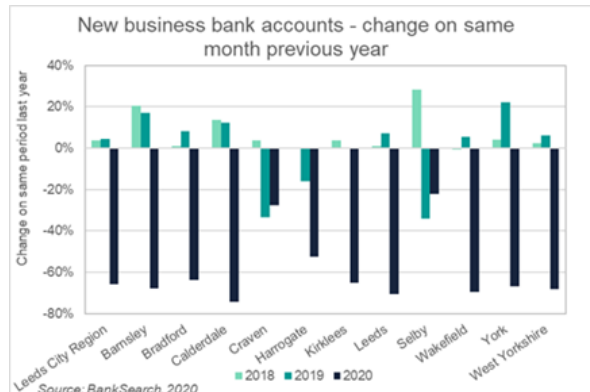
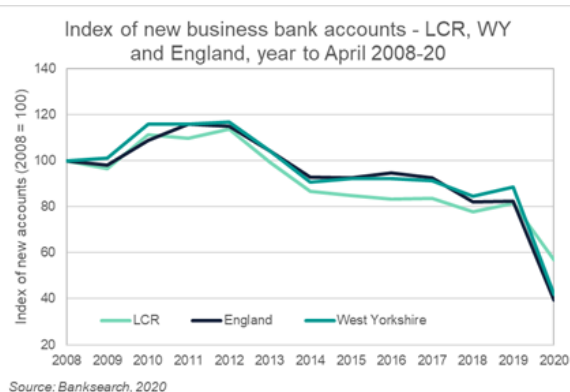


This data should be treated *extremely cautiously* as it is based on self-reported symptoms by members of the public to NHS, and is not based on outcomes of tests for coronavirus. Importantly, this is not a count of people.

Business and economic impacts

The number of new business bank accounts opened can be used as a proxy for new business and start up activity. 478 new business accounts were opened in April 2020 in Leeds City Region, down 66% similar to the 67% nationally, according to data from BankSearch. This is more than 50% lower than the previous lowest monthly total, 953 new accounts in December 2020.

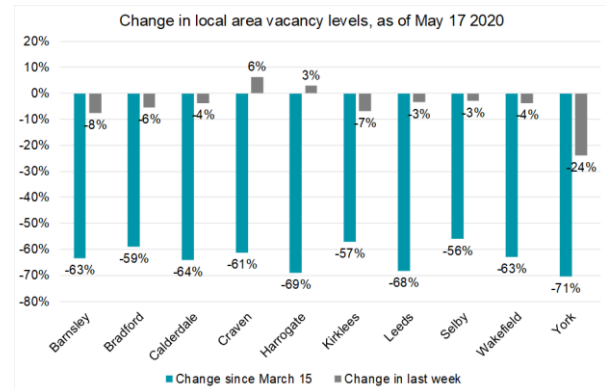
There were 343 accounts opened in West Yorkshire, down 68% on April 2019. This pattern is consistent across most of the City Region. Falls were lower in Craven, Selby and Harrogate, but these areas all have relatively low levels of start-up activity in more normal times and also saw start up rates fall last year.



Labour market trends

According to an analysis of postings to the Adzuna job site undertaken by the Institute of Employment Studies, the number of online job postings in Leeds City Region fell by 19,300 or 66% between week ending 15th March and week ending 17th May (West Yorkshire postings fell by 65%). The number of postings saw a fall of 7% in Leeds City Region and 4% in West Yorkshire between week ending 10th May and week ending 17th May.

York, Harrogate and Leeds have seen the largest percentage falls in vacancy levels since the start of lockdown, whilst Kirklees and Selby saw the smallest falls. There was a continued decline in postings for most districts between w/e 10th May and w/e 17th May - a substantial one in the case of York. However, Craven and Harrogate both saw small increases.



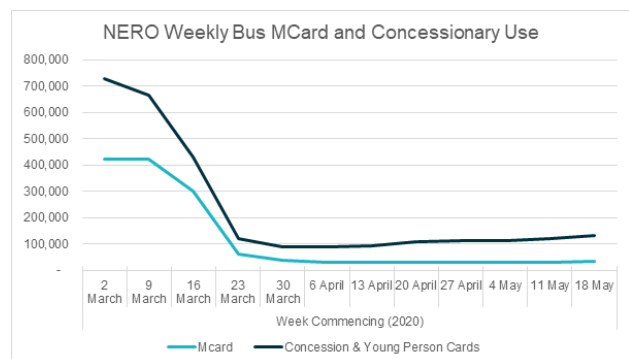
Nationally, there has been a 62% fall in the level of postings since week ending 15th March and a 4% fall in the latest week for which data are available. The number of new vacancies advertised remains 75% lower than the week before the crisis began.

The pattern of decline by job type remains similar to previous weeks. IES find that the largest reductions in vacancies have been in sales, HR and recruitment, hospitality and catering, and consultancy roles, showing that although shutdown sectors have been badly affected, wider swathes of the economy have also seen a significant reduction in hiring activity. Vacancies for social work and healthcare and nursing jobs have been relatively resilient.

Bus MCard and Concessionary Use

For the week beginning Monday 18th May 2020, the combined level of MCard and concessionary fare use shows a **reduction of 86%** against the week beginning 2nd March 2020, an **increase of 7%** against the previous week.

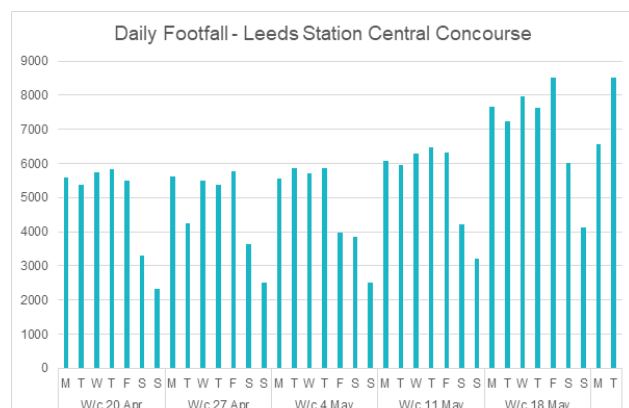
Source: WYCA NERO Reports



Leeds Station Footfall

Data from Network Rail shows total daily footfall levels on Leeds Station Central Concourse. For the week beginning Monday 18th May 2020, this shows a **reduction of 92%** against the week beginning 2nd March 2020, an **increase of 28%** against the previous week.

Source: Network Rail / Station Capacity Team
stationcapacity@networkrail.co.uk



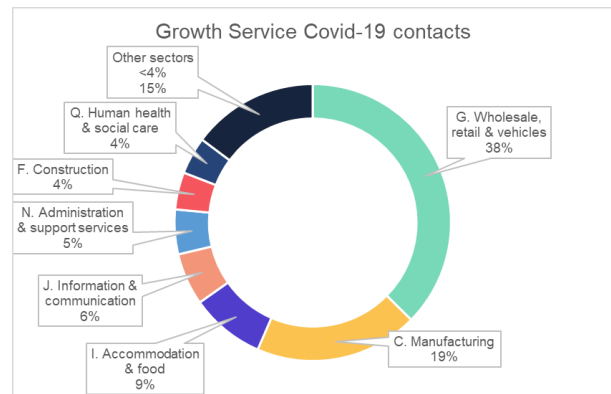
Business and stakeholder intelligence

This section summarises key issues emerging from interactions with businesses and other stakeholders in Leeds City Region. Whilst much of this is anecdotal, the below draws out key themes and issues from those conversations. However, it is recognised that this analysis is based upon subjective views from relatively small numbers of businesses which may or may not reflect the views of the wider business community.

Metrics on enquiries

The LEP and its Growth Managers spoke to 185 businesses this week. Although last week there were a number of queries relating to the change in guidance, this is less apparent this week with most reports focusing again on issues around trade and cash flow.

The number of hits to the LEP's Covid-19 related web pages has increase in recent days, though there is no single driver of this as this is spread across a number of pages.



Business and workforce activity

A number of businesses report looking to diversify into new products or trade online as a result of Covid, and SME coaching is an option for some of these. Some businesses who are already trading online however say that it only accounts for 10% of usual volumes, leaving a significant gap in terms of trade and cash flow.

Investment and funding

Over half of this week's queries (57%) related to cash flow / finance issues, with 11 queries to the Growth Service helpline record with regards to the discretionary grants. Whilst some businesses are reluctant to take on debt via the Bounce Back loans, those engaging with the scheme tend to report success and an easy process. Only two reports specifically mention CBILs, but both report difficulties engaging with banks, with one citing issues with guarantees.

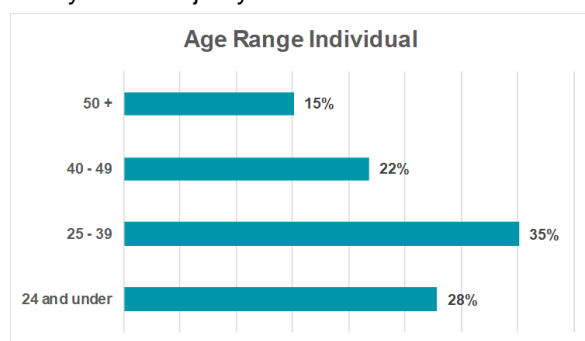
Local authorities in Leeds City Region have paid out £726m to 61,500 businesses under the Small Business Grants Fund (SBGF) scheme and the Retail, Hospitality and Leisure Business Grants Fund (RHLGF), according to data from BEIS. In West Yorkshire, £430m has been allocated to 37,000 businesses. In both areas, almost 80% of the funding has been allocated, in line with national activity.

Employment Hub

Since the LEP began its Covid-19 campaign to promote the Employment Hub in mid-April, there have been 168 enquiries received from individuals and 15 from businesses. The Hub provides support for individuals who are seeking a new job and businesses who are seeking to recruit or need to make redundancies.

There were 24 enquiries from individuals in the week to 22 May. The majority of individuals who have sought help have been unemployed or recently made redundant, although around one in 10 have been on furlough.

Enquiries have been received from people from across the age ranges. 28% have come from young people aged 24 and under but the largest group in terms of enquiries is people aged 25-39.



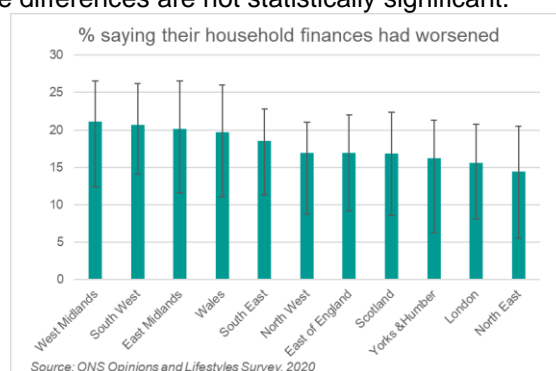
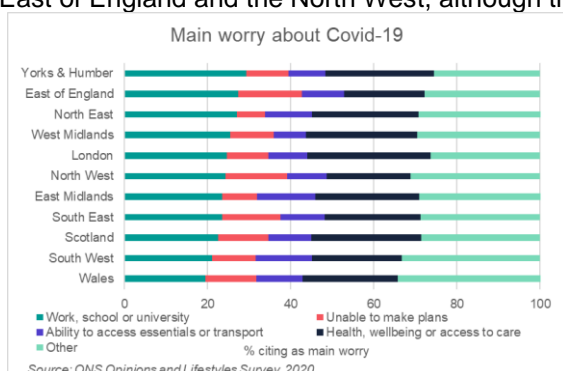
Enquiries from business have so far been slow, as companies deal with pressing issues like cash flow and access to finance. Among those who have made an enquiry the most common reason is to access recruitment support with a much smaller proportion seeking assistance with making redundancies.

Local insight and analysis

Household impacts of Covid-19 by region

ONS have published a regional breakdown of responses to their Opinions and Lifestyles Survey relating to Covid-19 between 3rd April and 3rd May. The survey spoke to 5,300 people over this period (440 in Yorkshire & Humber). In line with the survey overall, four in five people in Yorkshire & Humber (82%) said they were worried or very worried about the impact of Covid-19 on their life.

29.5% of respondents in Yorkshire & Humber said their main worry was access to work, school or university, this is higher than in any other region. It is also higher than the proportion whose biggest concern was health, wellbeing or access to care. The only other regions where health and wellbeing was not the biggest concern were East of England and the North West, although these differences are not statistically significant.



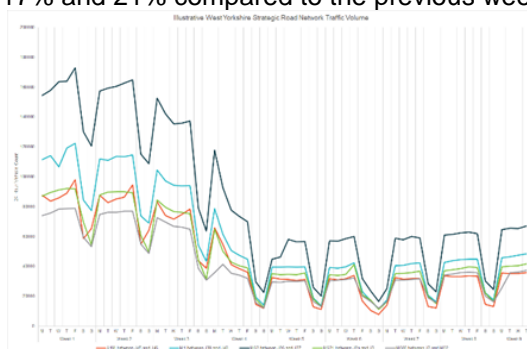
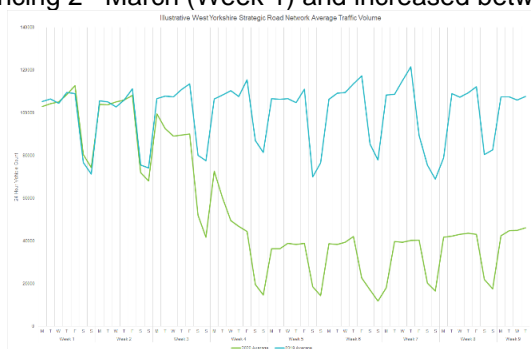
Two thirds of respondents in Yorkshire & Humber (66.7%) who said they were somewhat worried or very worried about the effect that the coronavirus pandemic was having on their life reported that their work had been affected in April. This is the second highest of any region and slightly higher than across Great Britain (62%) though not to a statistically significant extent.

Just under half of respondents in the region had worked from home in the past seven days, lower than in London (60%) but similar to the South East and West Midlands. Across most regions, 20% of workers said they were unable to work from home. Of the people who were working from home, about 84% nationally exclusively worked from home without also travelling to work, while 16% worked from home and also travelled to work.

16% of respondents in Yorkshire & Humber said their household finances had experienced a reduction in income in April. This is lower than in most regions and compares to 18% nationally, but there are no statistically significant variations across regions.

West Yorkshire Strategic Road Network Flows

Data from Highways England shows daily 24-hour traffic flows in both directions at multiple points on the strategic road network. A site showing typical levels of flow for March and April 2020 has been selected on each strategic road in West Yorkshire to illustrate the level of change throughout April. For the week commencing 20th April (Week 8), overall flow **decreased between 57% and 66%** compared to the week commencing 2nd March (Week 1) and increased between 17% and 21% compared to the previous week.



For the week commencing 20th April (Week 8), flow decreased of 63% compared to the same week in 2019. Note that the 2019 data contains estimations to bridge errors present in the counts.

Source: Highways England WebTRIS webtris.highwaysengland.co.uk

Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 10 June 2020

Subject: **COVID-19 Response and Economic Recovery**

Director(s): Brian Archer, Director of Economic Services

Author(s): Henry Rigg

1. Purpose of this report

- 1.1 Present the LEP Board with progress on the delivery and development of products and services in response to the COVID-19 crisis.
- 1.2 Seek approval from the LEP Board for the continued delivery and development of products and services in response to COVID-19, and for wider recovery work.
- 1.3 Due to the fast-moving nature of this agenda item, verbal updates will also be given at the meeting.

2. Information

Background

- 2.1 The full implications of COVID-19 on the region and its economy are still to be understood and will not be known in full for some time. However, it is already clear that it will have a significant long-term impact. At a city region level, work is taking place both to support the immediate response and to begin to develop what might be required in recovery. This paper contains details on both of these elements.
- 2.2 Although it is too soon to define what will happen to the economy over the coming months, our response work and recovery planning to date has responded to significant evidence and intelligence gathered on a number of important issues being collected and collated in a weekly published monitoring report. Key issues raised to date include:
 - Cash flow and immediate access to finance
 - Implications for employment, self-employment, and the skills system
 - Lockdown issues related to output and activity

- Supply chains and particularly the need for PPE and other medical equipment and services
- Pressures for the transport system and on town/city centres

2.3 This work is being overseen by a new West Yorkshire Economic Recovery Board, which is a working group of the West Yorkshire Combined Authority and brings together the region's local authority Leaders with the Chair of the LEP and representatives from key partnerships and stakeholders. At their first meeting on 30 April 2020, the Board agreed a strategic vision for recovery with three priorities:

1. developing resilient and thriving businesses, boosted by innovation, high skills and entrepreneurialism;
2. developing an inclusive economy that provides people with a decent standard of living;
3. promoting environmental sustainability in all parts of the region.

2.4 At its meeting on 28 May, the Board confirmed its areas of focus as:

- Business, Innovation and Trade
- Employment and Skills
- Inclusive Growth
- Environment and Carbon
- Infrastructure and Capital Projects

All these areas will be link into and align with plans being developed by others, including on transport and health. All committees and panels of the Combined Authority and the LEP will have the opportunity to contribute to the analysis and interventions being developed (see paragraph 2.19).

Response to COVID-19

2.5 The Combined Authority / LEP has seen a significant increase in demand from businesses and individuals since the start of the COVID-19 crisis. For example, the Growth Service (renamed Business Support Service) has dealt with over 2,700 enquiries since the end of March to early May 2020, which is an increase of over 80% on the corresponding period of the previous year.

2.6 As a result of the above, the Business Gateway element of the service has increased its capacity by training an additional 10 members of staff from across the organisation to work alongside the existing two full-time Business Information Officers. At the time of writing (mid May 2020) the need for this additional resource has dissipated as the volume of enquiries has reduced to circa 25% above pre-COVID-19 levels.

2.7 In addition to the above, the team of 21 SME Growth Managers (funded by the CA / LEP as part of the Business Support Service delivery model) have been actively supporting their own circa 1500 SME clients, and also helping their Local Authorities to respond to the huge demand for the business rates related grants across the City Region. Also, at the time of writing, the Local Authorities of West Yorkshire have delivered over £400m of the grants to 33,000 businesses in West Yorkshire alone, accounting for over 70% of those eligible.

Work continues by the local authorities to reach eligible firms that have not yet come forward and to handle more complex cases that require further investigation.

- 2.8 The enquiries to the Business Support Service Gateway and Growth Managers since late March 2020 have been predominantly related to the Government support package i.e. business rates related grants, business loans, support for the self-employed and the Job Retention Scheme. This support is detailed within the Business Support Product Portfolio, alongside the other support available to businesses in the City Region from the Combined Authority / LEP and its partners. The document has been made available to the wider business support community and is being regularly updated to include new and adapted products e.g. the Business Bounce Bank Fund, the Futures Fund and support from the Arts Council.
- 2.9 Many of the businesses contacting the Business Support Service have requested support with contingency planning. In addition to the much higher volume of enquiries received, the average length of the calls has been nearer to 15 minutes as opposed to the pre-COVID-19 average of circa five minutes. The understandable requirement, from small firms in particular, for longer conversations, including an important element of emotional support and provision of a 'sounding-board', has resulted in the development of the new Business Coaching Scheme.
- 2.10 This is providing small firms with two hours of free expert coaching from private sector intermediaries, such as large accountancy practices and business consultants. To date, over 60 volunteer coaches have signed up to the scheme via a social media campaign, and over 30 coaching relationships have already commenced. Although coaches are being asked to volunteer two hours of support, many are providing much more than this, which typifies the generosity evident within the business support community's response to the crisis.
- 2.11 A number of the current products delivered by the Business Support team have been adapted to meet the current situation, and to reach a larger audience of SMEs. This includes the expansion of the Strategic Business Growth project to provide additional intensive support for the 400 high growth firms supported to date, as well as a number of resilience and recovery webinars that have been available to all businesses. In addition, the current Investment Readiness project has also moved a large proportion of its delivery to on-line, with new webinars focussed on access to finance, including how to access the new Coronavirus Business Interruption Loan Scheme (CBILS), how to present strong business cases and investment propositions, and how to embed robust financial management. To date, over 20 new webinars have been delivered with almost 200 businesses participating, including 72 that are new to the programme. Feedback from businesses has been very positive so far.
- 2.12 The City Region's scale-up programme, Strategic Business Growth (SBG), has also adapted its delivery model to provide a range of new webinars,

including how to pivot for success, the mindset gym, people management and leadership groups. At the time of writing, 265 people from 85 businesses had registered for the webinars. The tender exercise to appoint a delivery partner(s) for the next phase of SBG closed in early May 2020 with 13 responses received.

- 2.13 It is also important to stress that the wide range of products and services available to businesses in the City Region are still being accessed, with over 20 applications for capital grants related to business expansions having come forward since late March 2020. In addition, applications for grant support from businesses seriously affected by the floods in early 2020 are also now being submitted for appraisal. The accompanying report on Business Support provides more detail on the current project delivery for the Business Growth Programme, the Productivity Pilot, Access Innovation, Resource Efficiency Fund and the Travel Plan Network.

PPE and Healthcare Supply Chain

- 2.14 In partnership with Local Authorities (through Growth Managers and the Employment Hubs), the University of Huddersfield's Supply Chain programme, Medilink, the Department for International Trade and the Textiles Centre of Excellence, the Combined Authority/ LEP has established a programme of support for City Region businesses that want to manufacture and/or supply healthcare products into the NHS, social care sector and other emergency services. This includes Personal Protective Equipment (PPE) and other essential products and equipment, such as ventilators, mattresses, and sanitisers.
- 2.15 The above is being complemented by a ringfenced capital grant budget of £3m from the Business Growth Programme that, to date, has been utilised by City Region businesses to support the supply of parts for a major ventilator order from the NHS, a new sanitiser product for health and social care settings and the supply of over 12,000 mattresses for the new Nightingale hospitals, including the one in Harrogate. In addition, there are two major applications in the pipeline for substantial PPE manufacturing facilities to be established within the City Region. The aim of this work is to build a more resilient and sustainable supply chain for healthcare products capable of serving health and social care providers in the Leeds City Region and across the country.
- 2.16 The Combined Authority / LEP has also established an access point and gateway for businesses in the City Region, and further afield, interested in supplying PPE products. The service is also working closely with procurers in the health and social care sectors, and with the Yorkshire Purchasing Organisation (YPO), to directly link supply and demand. To date, over 70 businesses have contacted the gateway, with 12 being referred directly to senior procurement leads in the NHS and local authorities, 30 to the YPO and the others accessing support from the partners referenced above to get them into stronger positions to supply the products. Further information, including the detailed specifications for PPE products, can be found at : - <https://www.the-lep.com/business-support/personal-protective-equipment-ppe/>

- 2.17 In early April 2020, the Chair of the LEP instigated weekly meetings between the four Yorkshire and Humber LEP Chairs and representatives of all the major banks in the region (including BIG Panel members). These constructive sessions, which have also included the British Business Bank and business representative organisations (Chambers of Commerce, FSB and CBI) have been useful in unblocking some of the access issues with the CBILS. They have also improved the referral routes between banks and the Growth Hubs, and have been instrumental in lobbying for, and supporting the design of, the new Bounce Back Loan Scheme.
- 2.18 The LEP continues to lead the Yorkshire and Humber Growth Hub Cluster, which involves coordinating activity, and capturing and reporting intelligence, across the wider region on the business impacts of COVID-19. A cluster coordinator will shortly be appointed to formalise and drive forward the collaboration, and to identify and implement business support interventions across the region with the expected uplift funding from the Government and the EU.

Recovery Product Development

- 2.19 Although response activity will continue for some time to come, businesses and individuals are rightly looking towards the future and how the economy will recover post-COVID-19. At the regional level, work has commenced at pace and in partnership to create an economic recovery plan, acknowledging that any plan will need to be updated as further information, intelligence and decision making occurs, and that it would need to complement plans developed by local authorities. The approach for this work is focussed on four-stages:
1. Data and intelligence
 2. Scenarios
 3. Narratives
 4. Products and programmes.
- 2.20 Acknowledging the importance of continuing to develop the recovery planning in line with emerging evidence and policy, a number of recovery-related products are already in development, with others under consideration, that respond to some of the challenges that have already emerged. It is important to stress that funding has not been identified for these products at this stage, and it will be critical to balance timely interventions with making the most significant possible impact, particularly as difficult decisions on priorities will need to be made.
- 2.21 The products under consideration were discussed in more detail at the BIG Panel meeting on 21 May 2020, and are focussed on advice, support and funding for business recovery, support for businesses to innovate and diversify, support to build digital capacity to enable effective remote-working (including cyber security) and more support for pre-start and start-up firms.

Transport Update

- 2.22 As reported to the previous meeting, a limited bus and rail service was provided following the introduction of the “lockdown” arrangements in March. Ahead of the Prime Minister’s announcement on 10 May, the Department for Transport initiated a discussion with the Combined Authority and the wider transport sector towards an increase in provision to support its phased return to work initiative. As a result, bus and rail services will increase to around 70% of normal frequency by the end of May. Capacity is however severely constrained to 10-20% by social distancing limitations. The Government guidance for travel is for people to avoid use of public transport to maintain capacity for those who need it to travel to work. Given the challenges of maintaining social distancing on public transport, people have been advised to wear face coverings. Fuller details were awaited at the time of writing.
- 2.23 In anticipation of an increase in ridership following the new Government guidance, works are in progress at bus stations, interchanges and bus shelters to reinforce the social distancing advice and to reduce the risk of overcrowding.
- 2.24 On 9 May, the Government announced additional £250m funding to promote works which will support walking and cycling. At the time of writing, details of the value and terms of this funding were awaited from Government.
- 2.25 The emergency arrangements for funding bus services as reported to the last meeting will expire on 9 June 2020. Discussions are in progress with the Department for Transport seeking clarity of further funding for the next phases of the emergency period. Cllr Blake and the Metro Mayors wrote to the Secretary of State on 6 May 2020 recommending that all public sector funding for buses be directed through the metropolitan area Local Transport Authorities including the Combined Authority. A verbal update will be provided to the meeting.

Internal organisational update

- 2.26 The internal organisational response to COVID-19 is to continue to respond to the situation in line with our incident management and business continuity procedures and have instigated a “gold command” response to oversee this.
- 2.27 For business continuity, each of our teams are implementing their existing service level plans to ensure frontline and business critical services continue to operate smoothly. All service areas have also reviewed their business plan priorities to ensure that these reflect any emerging areas of work that will be required to assist in the recovery processes.
- 2.28 Detailed work is also under way to consider the medium and long term financial impacts of the COVID-19 pandemic on the financial health of the Combined Authority. Initial scenario planning highlights a combination of loss of income coupled with increased costs that, continuing over a full year, would create a revenue funding gap of some £12 million. These figures are subject to

further review as the landscape changes and further information comes to light but there is as yet no direct support from government for anything other than a small proportion of additional bus costs. It is currently unclear how the additional bus costs set out in paragraph 2.25 will be met. It is proposed that forecasts and options are considered by a meeting of the Budget Working Group and a report is also made to the next meeting of the Governance and Audit Committee.

2.29 We are continuing to proactively communicate with staff on the latest Government advice through regular emails, a dedicated section on our intranet, Frequently Asked Questions and all-staff webinars. Managers are also receiving more tailored advice on how to support their staff and are being provided with support from HR where required. UNISON is also being kept fully briefed on our actions and approach.

2.30 Other measures that continue to be in place to respond to Government guidance include:

- Ongoing homeworking for all staff who are able to do so (with the vast majority of staff (over 400) now working remotely;
- Continuing to keep our City Exchange and Wellington House offices closed, apart from essential access;
- Supporting frontline staff in bus stations to continue with their day to day activities and providing advice on social distancing;
- Holding formal meetings by video call to enable decision making processes to continue; and
- Working with staff to enable people to plan their working time around family/caring responsibilities.

3. Clean Growth Implications

3.1 Clean Growth will continue to be supported through the current and new products delivered in response to COVID-19. The reduction in travel and the increased use of ICT to facilitate effective remote working is clearly having a positive impact on the environment. Businesses will continue to be supported to apply innovation and digital technologies to adapt their products and services to meet current and future demand.

4. Financial Implications

4.1 The delivery and development of new recovery products would require either increased flexibility on the use of current funding streams (e.g. grants awarded for capital investment to be used for working capital, or, the procurement of professional advice with recovery / contingency planning), or new funding altogether.

4.2 The wider organisational financial impacts are set out in paragraph 2.28.

5. Legal Implications

- 5.1 As above, delivery of some of the proposed products will require contractual approvals from Government, and/or, new funding allocations that would result in new contractual obligations for the Combined Authority.

6. Staffing Implications

- 6.1 Delivery of the products included in the report would require changes to current staff roles and/or additional staff to be recruitment

7. External Consultees

- 7.1 No specific or official external consultations have been undertaken in relation to this report. However, it has been informed by ongoing dialogue and consultation with a wide range of partners, including local authorities, Universities and Colleges, Business Representative and Membership Bodies, and direct with some individual businesses.

8. Recommendations

- 8.1 That the LEP Board notes progress on the delivery and development of products and services in response to the COVID-19 crisis.
- 8.2 That the LEP Board considers the position with regard to the impact of COVID-19 on the bus industry and organisation.

9. Background Documents

There are no background documents referenced in this report.

10. Appendices

None

Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 10 June 2020

Subject: **Business Innovation and Growth Panel**

Director(s): Alan Reiss, Director of Policy, Strategy & Communications

Author(s): Henry Rigg, David Shepherd, Sarah Bowes

1. Purpose of this report

- 1.1. To provide the Leeds City Region Enterprise Partnership (LEP) Board with a progress report on significant areas of activity related to the Business, Innovation and Growth (BIG) Panel as discussed at the meetings held on 27 February and 21 May 2020.

2. Information

Innovation and digital

- 2.1 At the last two Panel meetings discussions were had around the role of innovation in supporting both the clean growth agenda and the region's economic recovery. Particular opportunities around entrepreneurship, start ups and technology adoption were identified being key to addressing both the clean growth and economic recovery. These will be progressed as part of the planning.
- 2.2 Preparations for the soft launch of the Connecting Innovation Programme and West Yorkshire Innovation Network in June are underway. The team will now focus on stakeholder engagement over the next few months to ensure partners and stakeholders are fully up to speed with the new programme.
- 2.2 At the Digital Board meeting, the board discussed the challenges and opportunities COVID-19 would have on the Framework's outcomes. A paper setting these out will be brought to both the next Digital Board and the next LEP Board for discussion.

Business Support

COVID-19

- 2.4 The accompanying report at agenda item 6 sets out in more detail business support activities in response to COVID-19, and those in development for future potential delivery. This includes increased capacity on the Growth

Service Gateway to handle the significant increase in customer traffic, the pivoting of existing support services in terms of content (focus on contingency planning and resilience measures) and delivery method (increased use of digital channels e.g. webinars), and the development of new longer-term recovery products related to access to finance, innovation and business start-up.

Growth Service

- 2.5 The Growth Service surpassed its annual target for 2019/20 to support 3025 businesses by 9%. A total of 3301 individual SMEs received support during the year, of which 721 were intensively supported by the team of 21 SME Growth Managers. 1393 businesses benefitted from the range of LEP business support products, namely Resource Efficiency Fund, Access Innovation, Strategic Business Growth, Investment Readiness and Business Growth Programme. The support has resulted in over 4479 interactions, meaning many businesses have used the service on several occasions.

Productivity Pilot

- 2.6 The second round of the Productivity Pilot closed in early 2020, with the aim of incentivising productivity improvements within a small cohort of businesses, rather than requiring investment projects to lead to the creation of new jobs. 15 applications were received with a combined grant request of £970,208 against the budget allocation of £750,000.
- 2.7 The applications were considered by a panel with representation from the private sector and academia. Ten applications were recommended for approval, with a collective value of £731,388, subject to appropriate due diligence being carried out by officers at the Combined Authority. Three are businesses in the Leeds district, two each from Bradford, Harrogate and Kirklees, and one from Barnsley. Two are large businesses and eight are SMEs. Due diligence has now been completed and all formal approvals were made in May 2020.

Strategic Business Growth – support for SMEs with high growth potential

- 2.8 The first phase of the Strategic Business Growth (SBG) project is now complete following funding from the European Regional Development Fund (ERDF) and the Local Growth Fund (LGF). Key contractual targets in terms of number of businesses intensively supported and jobs created were both surpassed. A total of 353 businesses fully engaged with the programme (against a contractual target of 302), including 329 that developed detailed growth action plans with their allotted account manager and received coaching support where specific needs were identified.
- 2.9 The recent external independent evaluation of the project found that the 353 businesses supported have created 823 new jobs to date, exceeding the contractual target of 604 by just under 40%. Increased Gross Value Added collected from 99 businesses amounted to £27.3m. Extrapolated across all

those receiving intensive support gives a total GVA contribution of £90.85 million.

- 2.10 An extension to the project up to the end of March 2023 has recently been approved. The total project value is £3.2 million with a 50% contribution from ERDF. The delivery model will include the procurement of an external business support provider, and the £2m tender opportunity closed in early May 2020. The appointed organisation will be required to deliver high quality intensive support to at least 345 businesses, which will lead to a minimum of 700 new jobs. This will be complemented by a grant fund of £500,000 with grants of between £5,000 and £50,000 available to support the 'on-boarded' businesses where financial, coupled with advisory support, will accelerate their growth.

Trade and Investment

- 2.11 20 inward investment successes were recorded since the last BIG Panel update to the LEP Board on 16 January 2020.
- 2.12 The final year end KPI summary for Project Successes is 35 (with a target of 30), 16 (with a target of 15) of which were non-core city and 13 (with a target of 15) delivered through investor development activity. Project successes created 1,237 new jobs and safeguarded 458.
- Irish energy services company has opened an office in Kirklees creating 17 new jobs;
 - Qatari management consultant firm set up an office in Leeds;
 - US packaging specialists expanding their production capability at their existing premises in Calderdale;
 - US consumer retail office established in Leeds;
 - Canadian tech company expanding their existing presence in Leeds to accommodate future growth;
 - Chinese manufacturer of consumer products expanding their current site to grow their digital and design teams; and
 - Canadian medical devices company has expanded their operations in York.
 - Thornton and Ross, expansion of site in Kirklees with the creation of 40 jobs.
 - US Customer Support business TTEC have opened a new call centre with AI capability in Leeds with the creation of 250 jobs and 200 safeguarded jobs.
 - French investor Schneider Electric investing in their manufacturing capability to support the offshore wind sector.
 - Romanian tech company expanding their presence in Leeds.
 - New Zealand company Sysdoc have established a Digital Learning Hub in Leeds.
 - Taiwanese export trading company have established a sales office in Leeds.
 - German chemicals company have expanded their presence in Calderdale.

- US engineering company investing in new product development and creating additional jobs in Kirklees.
- German Pharmaceutical company Thornton and Ross have made a number of investments in their manufacturing capability in Kirklees creating 90 jobs.
- UK Textiles company moving HQ to Bradford creating 30 jobs and safeguarding 20.
- ITN establishing a new northern production hub in Leeds creating 20 jobs.
- Australian fintech further growing their presence in Leeds.
- Prime Focus Technologies will establish a new media centre to manage Channel 4's content operations and online services in Leeds creating 70 jobs.

- 2.13 24 new enquiries were received (from January through to March 2020) and six investor visits to the City Region were hosted during this same period. The final year end KPI summary for New Enquiries is 137 of a target of 100. 71 of which were non-core city generated and 24 which were generated through investor development activity.
- 2.14 A further six new enquiries were received in April 2020.
- 2.15 The Trade and Investment team have attended one international event over the past quarter with the aim to raise the profile of Leeds City Region and engage with industry.
- 2.16 Arab Health, UAE, Dubai - Leeds City Region participated as part of the Medilink UK pavilion and mission to showcase the city region's expertise in bio med-tech. Alongside the regional messaging the LEP also supported six regional businesses to showcase their products and services and explore opportunities in the market. This was the third year of the LEP participating at Arab Health during which 16 City Region MedTech companies have been showcased and a number of these companies have reported that they have concluded substantial export contracts as a result of their participation.
- 2.17 MIPIM 2020, Cannes (9-13 Mar 2020) was postponed one week prior to the event and rescheduled to 2-5 June 2020. Since the escalation of the COVID-19 pandemic the event in June has also been cancelled and discussions are in place to establish whether a Leeds City Region delegation will take place at the rescheduled March 2021 event.
- 2.18 Our attendance at Barcelona SMART Cities Exhibition in November 2020 has been put on hold until we know more about the COVID-19 situation. The same stance will be taken on other planned overseas activity.
- 2.19 The Investor Development team were engaged to quickly open dialogue with the top 50 LCR businesses to discuss COVID-19 impact.

- 2.20 The team is engaged with approximately 35 of these businesses and is gathering vital intelligence that will assist the Combined Authority to develop its strategy around economic recovery.
- 2.21 The team is also fully engaged with its standard portfolio of businesses which is approximately 95 foreign owned companies in the region.
- 2.22 As the economy moves from stabilisation to recovery, it is possible that several investment projects will be identified. In this regard, the team will work with those businesses to secure them.

Creative Industries Opportunity programme

- 2.23 We have taken the opportunity to bring forward planned activity to support the TV and Film industry in this difficult time. Nearly all TV production work has been suspended by the major broadcasters placing multi-million-pound contracts and revenues at risk for many of the region's independent production companies.
- 2.24 A small fund offering grants of between £2,500 and £25,000 will be established and operated in partnership with Screen Yorkshire. This support will go some way to making sure the hard-won gains from the successful Channel 4 relocation and subsequent inward investment from this sector are not lost. It will also mean the regions independent production companies maintain their existence and have products and projects they can pitch into the major broadcasters as soon as lockdown is lifted.

NP11 Trade & Investment Forum

- 2.25 The team is working hard alongside the Department for International Trade (DIT) and other Northern Powerhouse trade and investment teams to make the case for additional funding to support trade and investment work in the North.
- 2.26 The team is feeding into a newly formed committee that has been tasked to identify trade and investment initiatives and projects that could be announced to take place within the next 12 months. These initiatives are predominantly based on boosting international trade and signalling to the rest of the world that the UK is open for business.
- 2.27 Conversations with DIT Trade are ongoing in relation to solidifying agreements that were made drawing the devolution negotiations.
- 2.28 In the recent budget, the Chancellor announced some additional in year funding for boosting international trade advisors in the Northern Powerhouse (NPH) and for embedding inward investment officers in key overseas markets who would be responsible for promoting the NPH. The team is working with the NP11 Trade and Investment Forum to influence what this looks like.

China

- 2.29 With the support of HM Treasury, the team is making progress with the development of a proposal to create a FinTech Bridge, which will further strengthen UK-China relations as part of the UK-China Economic and Financial Dialogue.

Identifying PPE suppliers

- 2.30 A large majority of the team have been involved with assisting the emergency supplies of Personal Protective Equipment (PPE) to local NHS and Social Care workers on the frontline. Further details of this work are included within the report at item 6 on the agenda.

3. Clean Growth Implications

- 3.1 Clean Growth is embedded within the above activities, particularly within the inclusive growth commitments required of all business grant-recipients. Phase 2 of the Resource Efficiency Fund (ReBIZ) is also now in delivery via the Business Support Team and includes a new sub-project focussed on the Circular Economy.

4. Financial Implications

- 4.1 There are no direct financial implications directly arising from this report.

5. Legal Implications

- 5.1 There are no legal implications directly arising from this report.

6. Staffing Implications

- 6.1 There are no staffing implications directly arising from this report.

7. External Consultees

- 7.1 No external consultations have been undertaken.

8. Recommendations

- 8.1 For the LEP Board to note progress on significant areas of activity related to the BIG Panel.

9. Background Documents

- 9.1 None.

10. Appendices

- 10.1 None.

Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 10 June 2020

Subject: **Employment and Skills Panel**

Director: Brian Archer, Director of Economic Services

Author(s): Michelle Burton and Sonya Midgley

1. Purpose of this report

- 1.1 To provide the LEP Board with a report on the work of the Employment and Skills Panel, and update on devolution of Adult Education Budget (AEB) and the Employment and Skills plan refresh.

2. Information

- 2.1 The panel met on 4 March 2020, at Aspire I-gen offices in Bradford.
- 2.2 Since the meeting a further private workshop took place on 3 April, following agreement of a devolution deal with government, including the devolution of circa £63m per annum Adult Education Budget (AEB)

Employment and Skills Programmes.

- 2.3 The Combined Authority's adult re-training programme, **[re]boot**, part-funded through European Social Fund (ESF), enables working adults (post 18) the chance to upskill, gain new skills/qualifications and improve their employment options. The programme has helped over a 100 people to achieve qualifications at levels 2, 3 and 4 in a range of subjects including hybrid vehicle technology and screen production skills.
- 2.4 In response to COVID-19 partners have so far developed five different and imaginative online courses, they include:
- Digital Data Analysis Incorporating an Introduction to Coding
 - Digital Marketing: How to Use Metrics and Analytics
 - Boosting Digital Productivity – Collaborative Technology Skills.
 - Introduction to Web Development

- 2.5 The **Apprenticeship Grant for Employers** (AGE) programme closed in November for new applications. The final applications in the system were processed before the end of March 2020.
- 2.6 The Apprenticeship **Levy Transfer Service** was launched on 1 November 2019. Discussions are currently underway with several large national businesses who are interested in transferring some of their Levy funds. <https://www.the-lep.com/for-businesses/skills-and-training/apprenticeship-levy-support/> provides the link to the Levy Transfer Services webpages, including the only registration form for training providers to request support from the matching service on behalf of businesses. Discussions with Levy companies re pledges slowed down in the initial stages of COVID-19 shutdown as businesses financial boards concentrated on immediate business issues. However discussions are ongoing to ensure that we progress to our £3m pledge aspiration, particularly in order to support any possible summer apprenticeship starts.
- 2.7 The **LCR Employment Hub** programme, launched in January 2019, is being delivered in partnership with Local Authorities and will support over 6,000 young people aged 15-24 to access apprenticeships and employment. At the end of year two Q1 of the programme (as at March 2020) the Combined Authority and its partners have:
- Engaged 2363 15-24-year-old participants against a profile of 2501 (94%). Of these:
 - 653, against a profile of 293 (223%), were recorded as being from ethnic minorities
 - 536 declared they had disabilities against a target of 225 (238%)
 - Of the participants starting the programme 513 have been supported with finding education/ training, employment or self-employment against a target of 774 (66%) and have
 - Engaged with 1490 businesses against a target of 1948 (76%).
- Although initial engagements for the programme are strong, key results of people into employment and further learning will be more challenging to achieve within programme timescales.
- 2.8 Despite the economic turmoil caused by COVID-19, there were initially a wide range of job vacancies available within Leeds City Region as businesses strove to keep up with the new demands and challenges brought to them since the global pandemic hit the UK in February 2020. Many businesses faced and will continue to face the potential of making staff redundant and we wanted to offer our help.
- 2.9 In response to this, the existing ESF funded Employment Hub programme (referenced at 2.7 above), delivered by the LEP along with eight delivery partners, has been swiftly adapted to match jobseekers to opportunities across the region and expand its support for businesses.

- 2.10 On 20 April a campaign was launched by the Leeds City Region Enterprise Partnership (LEP) in partnership with the West Yorkshire Combined Authority, which aims to offer new job seekers and businesses **free impartial** support with employment brokerage through our ESF funded local Employment Hub programme.
- 2.11 A range of support packages have been adapted to respond to the new employment needs of both individuals and businesses here in Leeds City Region.

Job seekers can access the following support:

- One-to-one careers support
- Be matched to local job vacancies
- Speak to a careers adviser who understands the employment needs of the job seekers local area

Businesses can access the following support:

- Find new employees through the Employment Hub talent matching service
- Access support for employees who are at risk of or facing redundancy
- Gain support to hire a new apprentice

More information and online enquiry forms can be found for businesses at the-lep.com/employment-hub and job seekers at futuregoals.co.uk/careers-support

- 2.12 At the time of writing, eleven days into the campaign we have received enquiries from 100 individuals and 11 businesses. We expect this position will fluctuate as the situation prolongs, particularly in relation to redundancy support if/when the furlough package ends.
- 2.13 The Combined Authority's bid for European Social Fund to deliver a **Skills for Growth** programme which will support businesses to engage with the full breadth of the education system, from primary schools to universities has been successful.
- 2.14 A series of home learning careers resources have been developed in response to COVID-19 and temporary school closures. The resources are aimed at students aged 11-18, and will be accompanied by guidance to support teachers and parents engagement young people and offer careers support whilst studying at home. The resources use robust LMI and focus on the most in demand skills that employers in the region are looking for. The **Schools Partnerships** team will be supporting the roll-out of the resources which will be launched in phases throughout May and June 2020.
- 2.15 FutureGoals Spotlight learning resource, developed in partnership with Burberry, have also been adapted to respond to the current remote working situation, by adapting all learning resources to be digital editable PDFs, alongside updated teacher guidance on how students can learn about the

breadth of the creative industry in our region from home.
<https://futuregoals.co.uk/spotlight/>

Devolution of the Adult Education Budget

- 2.16 The Panel was provided with a summary of the purpose of the Adult Education Budget (AEB), the national funding priorities which determine its use and an overview of the current practice and impact in the Leeds City Region.
- 2.17 Since the Panel meeting, a devolution deal for West Yorkshire has been announced including the Adult Education Budget (AEB). There are a range of requirements that must be met in order to secure the funding for AEB: demonstrating the Combined Authority's readiness to plan, manage, administer and assure this funding stream.
- 2.18 One of the requirements is to submit a Strategic Skills Plan specific to the Adult Education Budget (AEB) to the Department for Education (DfE). This will be separately consulted on in parallel with the Employment and Skills Plan. The AEB Strategic Skills Plan will feed into the wider Employment and Skills Plan, with its activity contributing to strategic objectives.
- 2.19 The Panel has subsequently convened during a private workshop on 3 April, and ahead of consultation, to consider the current performance and strategic objectives of the devolved Adult Education Budget, as well as to consider the delivery timescales.
- 2.20 Further conversations will take place with Local Authority officers throughout May and June. Data reports will be shared, analysing current AEB delivery at a Local Authority level. Strategic discussion will focus on area specific needs and strategic alignment, helping to shape the commissioning approach and future procurement.
- 2.21 The key steps for Adult Education Budget are:
- Submit Readiness Conditions to DfE (18 May 2020)
 - Public consultation on Strategic Skills Plan (May - August 2020)
 - Strategic Skills Plan to be ratified by Combined Authority (September 2020)
 - Commissioning for 2021/22 provision (September 2020 - March 2021)
 - West Yorkshire allocation confirmed by DfE (March 2020)
 - Delivery and management begins (1 August 2021)
- 2.22 Independent Training Providers have been amongst the businesses raising concerns amidst the COVID-19 pandemic, given the difficulty in recruiting learners in the current climate and their ineligibility for the initial relief scheme that was offered by Department for Education (DfE) to publicly funded providers.
- 2.23 MCAs with devolved AEB were able to announce support and provide stability for their training providers quickly, most 3 - 4 weeks ahead of the DfE. The DfE

have since announced a relief scheme to ensure training providers can continue to deliver high quality education and training to make sure we have the skills needed to rebuild our economy post COVID-19.

- 2.24 This scheme is available to any provider with AEB and non-levy apprenticeship contracts for services - subject to conditions (<https://www.gov.uk/government/publications/esfa-post-16-provider-relief-scheme>). No scheme has been announced with regard to Levy funded apprenticeships to date.

Employment and Skills Plan

- 2.25 The lifespan of the current Employment and Skills Plan ends during this year, 2020. The panel has received regular updates on the progress and performance of this work through the employment and skills update papers. The Employment and Skills Plan (2016-2020) was well received and set out the actions of the Combined Authority in response to the skills and employment needs of the local labour market.
- 2.26 The Panel agreed that the Employment and Skills Plan should be updated and republished. The Employment and Skills Plan will sit within the Strategic Economic Framework and encompass the policy statements approved by the Employment and Skills Panel, the LIS priorities and the Skills Commission recommendations.
- 2.27 The current Employment and Skills plan; skilled people, better jobs includes the following priorities:
- Raising the Bar on High Level Skills
 - More and Better Apprenticeships
 - Great Education Connected to Business
 - Employability, Accessing Jobs, and Realising Potential
 - Building Workforce Skills and Attracting Talent
- 2.28 The proposed timescales and plans for the refresh to be considered by the Employment and Skills panel at the meeting in June are as follows:
- Stage 1: Scoping and appraising current priorities (May - July 2020)
 - Stage 2: Consultation with key stakeholders and partners (July - September 2020)
 - Stage 3: Preparation and sign-off of the refreshed plan (October - December 2020)

3. Clean Growth Implications

- 3.1 There are no clean growth implications directly arising from this report.

4. Financial Implications

4.1 There are no financial implications directly arising from this report.

5. Legal Implications

5.1 There are no legal implications directly arising from this report.

6. Staffing Implications

6.1 There are no implications associated with this paper.

7. External Consultees

7.1 No external consultations have been undertaken.

8. Recommendations

8.1 That the report of the work of the Employment and Skills Panel be noted.

8.2 That the progress towards devolution of AEB is noted

8.3 That the work towards the refresh of the Employment and Skills plan refresh is noted.

9. Background Documents

9.1 None.

10. Appendices

10.1 None.

Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 10 June 2020

Subject: **Green Economy Panel**

Director(s): Alan Reiss, Director of Policy, Strategy and Communications

Author(s): Jacqui Warren

1. Purpose of this report

- 1.1 To provide the Leeds City Region Enterprise Partnership (LEP) Board with a progress report on significant areas of activity related to the Green Economy Panel (GEP) and tackling the Climate Emergency.

2 Information

GEP meeting

- 2.1 Due to the COVID- 19 outbreak the GEP's planned meeting on 7th April was cancelled. An informal, virtual, meeting went ahead to ensure Panel members were up to date on the activity underway relating to tackling the Climate Emergency. This report provides a summary of this work.

Tackling the Climate Emergency: Background

- 2.2 The Combined Authority approved the Leeds City Region Energy Strategy and Delivery Plan (ESDP) in December 2018. It aims to dramatically reduce the City Region's carbon emissions. It is very challenging and will require coordinated action by local government, industry, business and people of all ages, and needs to be supported by significant funding and resources.
- 2.3 In line with most of the region's local authorities, the Combined Authority declared a climate emergency (27 June 2019) and, using a science-based approach, in consultation with partners, strengthened the City Region's ambition to become net-zero carbon by 2038, with significant progress made by 2030. It is proposed that we update the ESDP to create a **Climate Emergency Strategy and Delivery Plan**, incorporating the existing work of the ESDP but also reflecting this new target and additional work required to meet it. This refreshed strategy will act as the delivery mechanism to address the City Region's climate emergency

New Emission Reduction Pathways

- 2.4 Meeting this new target and challenge requires urgent collective action from across all sectors. This must be supported by a robust evidence base to ensure we can make significant progress towards achieving net-zero carbon.
- 2.5 To determine how to meet the 2038 target, the Combined Authority has commissioned a study to identify potential carbon emission reduction pathways. This will highlight the contribution different sectors need to make and the interventions that need to be implemented if the net zero target is to be achieved.
- 2.6 The study will:
- Task 1 - develop emission reduction pathways for the power, buildings, industry, transport, and land-use, land-use change and forestry (LULUCF) sectors that enable Leeds City Region to meet their respective emission reduction.
 - Task 2 - Produce a fully costed implementation roadmap for the Leeds City Region and North and West Yorkshire based on the outputs of Task 1.
 - Task 3 - Produce policy recommendations and an action plan for Leeds City Region that will deliver the activity identified in the roadmap.
- 2.7 This work is underway. However, the current situation relating to COVID 19 is having a significant impact on plans to engage and consult with stakeholders on the findings of this work and on the potential preferred pathways to achieve the net zero carbon target. The planned work and emerging results will now be tested with partners between January – December 2020. Subject to resourcing, the revised stakeholder engagement plans include:
- Regular virtual 1:1s with local authorities and officer workshops
 - Various sector specific stakeholder surveys and webinars (June - September)
 - Public consultation exercise (online) + 4 x events (subject to social distancing rules) (September - December)
 - All LEP panels will also receive a paper on how they can start to consider tackling the climate emergency and consider using the findings of the pathways work to inform policy recommendations and the action plan for Leeds City Region (see item 9)
- 2.8 It is proposed that over the summer and autumn the finalised preferred pathway, or prioritised actions (if a preferred pathway cannot be identified) policy recommendation and Climate Emergency Delivery Plan are finalised with stakeholders. A paper outlining the options for endorsement by the Combined Authority will come forward early in 2021.

Other Tackling the Climate Emergency updates

- 2.9 A summary of the other major GEP projects supporting the region to tackle the climate emergency are outlined below (this is not an exhaustive list):

- Leeds City Region Energy Strategy and Delivery Plan**
 There are 39 projects within the Delivery Plan, 20 are underway or completed, the rest are on hold, pending the results of the pathways work above.
- Leeds City Region Energy Accelerator**
 The Energy Accelerator is a team of expert advisors that are supporting the development of low carbon projects. The Accelerator has been operating for 18 months and is on track to exceed its interim targets. 14 low carbon projects are receiving support, including energy efficiency retrofit projects, district heat projects and street lighting projects.
- Better Homes Yorkshire**
 Various Councils within the City Region continue to deliver locally led energy efficiency and fuel poverty programmes including Warm Homes Funded projects. The North East, Yorkshire and Humber (NEYH) Energy Hub, led by the West Yorkshire Combined Authority, is supporting the Scaling up Northern Retrofit project. The purpose of the project is to develop new energy efficiency retrofit programmes in our homes, including better data on the NEYH regions' housing stock and ways to improve levels of energy efficiency. This work aims to create a detailed pipeline of projects for improving domestic energy efficiency and thermal performance in-line with regional or national targets. Over nine billion pounds has been committed in the Conservative Manifesto for improving energy efficiency in buildings. This work will allow the region's local authorities and combined authorities to be ready with a pipeline of projects to bid for this funding expected in 2021 onwards.
- Resource Efficiency Fund**
 The Resource Efficiency Fund (REF) closed on 31 December 2019. It offered free expert advice and business support to 285 small and medium sized enterprises (SMEs) to help them to implement energy and water efficiency and waste reduction measures. An estimated 2,422 tCO₂ savings per annum (over 7.6 million kWh of energy savings) have been made through grant supported improvements, with estimated savings to the businesses of £663,241 per annum. The evaluation of the programme estimated that it delivered £5.34 in net GVA for every £1 of expenditure, providing "excellent value for money". RE-Biz is a new programme that started on 1 January 2020, that will build on and enhance the current Resource Efficiency Fund delivered by the Combined Authority.
- West Yorkshire Combined Authority – Tackling the Climate Emergency Action Plan**

In addition to this city-regional work, the Combined Authority developed a new corporate approach to embedding clean growth and tackling the climate emergency in September 2019. Work is now ongoing to deliver the Action Plan. One early action taken was to strengthen decision making. The Combined Authority is currently procuring consultancy support to develop a strengthened, robust, quantifiable methodology for assessing all

new schemes predicted carbon emissions. This will include a review of all existing Combined Authority capital schemes and additional resources to support the development and implementation of the new quantifiable assessments.

COVID 19

- 2.10 In light of COVID-19 a high-level delivery risk assessment has been carried on the schemes above. All schemes are being regularly monitored for delivery impacts.

Scheme	Description	Risk RAG
Tackling the Climate Emergency – Emission Reduction Pathways (ERP)	Task 2 and 3 are being revised to ensure some level of stakeholder engagement and consultation can take place.	Delayed
ESDP	This is to be refreshed but is dependent on the completion of ERP	Delayed
Energy Accelerator	Project Sponsors have indicated the risk of delays and potential slippage due to restricted access to restrictions on site visits. At the same time, potential Project Sponsors are exhibiting caution when deciding on committing budget to capital investments.	Delayed
Better Homes Yorkshire	No access to homes for surveys and works to be carried out. All works paused.	Delayed

RE-BIZ	No access to sites to carry out audits. Also hard to engage with businesses at the moment.	Delayed
Delivery RAG risk rating - On track – Green, Delayed – Amber, Cancelled - Red		

- 2.11 The GEP did discuss the opportunities that tackling the Climate Emergency can play in supporting the region's economic recovery. When considering how to stimulate our economy, and once the pandemic is brought under control, efforts to safeguard economic stability can be supported by a range of green stimulus that will help also protect the environment and tackle the Climate Emergency. They have a strong role to play in boosting jobs and economic growth while also supporting and enabling an inclusive, healthy, clean and resilient transitions. A paper will return to the GEP's next meeting. It is also being considered by the new Economic Recovery Board, which has identified carbon and environment as a key priority.

Clean Growth Implications

- 3.1 The work outlined in this report is vital to ensuring that the city region understands how it can create clean growth by decarbonising key sectors by 2038, with significant progress by 2030. It will create a roadmap and action plan for the city region to work towards and will allow the Leeds City Region Climate Coalition to be built to ensure rapid delivery.

4. Financial Implications

- 4.1 Given the scale of the projects identified in the ESDP, and scale of the challenge to be outlined in the results of the emissions reduction pathways study, there will be significant financial implications for the Combined Authority and stakeholders/partners. Exploring and securing funding will form a large part of the work the LCR Climate Coalition being developed.
- 4.2 This work will also need to be reviewed and prioritised considering COVID-19 and the economic recovery plans that are being developed.

5. Legal Implications

- 5.1 There are no legal implications directly arising from this report.

6. Staffing Implications

- 6.1 Given the scale of the projects identified in the ESDP, and scale of the challenge to be outlined in the results of the emissions reduction pathways study, there will be significant resourcing implications for the Combined

Authority and stakeholders/partners. Exploring and securing resources to deliver the work required will be a key task of the Leeds City Region Climate Coalition that will be developed this year.

7. External Consultees

7.1 Green Economy Panel.

8. Recommendations

8.1 That the Board notes the progress being made to tackle the Climate Emergency.

9. Background Documents

9.1 None

10. Appendices

10.1 None

Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 10 June 2020

Subject: **Place Panel**

Director(s): Alan Reiss, Director of Policy, Strategy and Communications

Author(s): Judith Furlonger

1. Purpose of this report

- 1.1 To provide the Leeds City Region Enterprise Partnership (LEP) Board with a progress report on areas of activity related to Place Panel.

2 Information

Place Panel meeting

- 2.1 Due to the COVID-19 outbreak the Panel's planned meeting on 7 April was held as a virtual, informal meeting to ensure Panel members were up to date on the activity underway relating to tackling the COVID-19 Emergency and devolution update. This report provides a summary of the discussion.

COVID-19 Emergency – Place Implications

- 2.2 Panel considered the LEP Board paper on COVID-19 1 April providing an update on the emergency.
- 2.3 Panel discussed the impact on people and places including support for Local Resilience Forums (LRF) moving from an immediate response to a recovery phase. From a place perspective Panel considered how the future for towns and cities might look in terms of a 'new normal' with regards longer term affects such as:-
- increased home working with increased digital connectivity,
 - less public transport travel and more provision for walking and cycling
 - further contraction of retail and commercial provision in cities and town centres and repurposing opportunities to support the economy of places
 - the role of the Combined Authority to support increased resilience across communities.
- 2.4 Further feedback was requested from panel members with updates on the implications for ongoing workstreams to be assessed and provided for the next panel meeting.

Devolution Update

- 2.5 A briefing note was provided on the Devolution Deal announced on 11 March and Panel considered the commitment of £3.2m for housing over two years. The funding is revenue based to support districts bringing forward investment proposals for key strategic sites. The funding will provide capacity and technical support to assess site constraints and options for tackling barriers to development.
- 2.6 Panel also discussed potential capital funding routes to fund unsuccessful Housing Infrastructure Fund Forward Funding bids in Leeds, Kirklees and Wakefield. The recently announced Brownfield Fund as part of a levelling up agenda announced in the Budget, is subject to further discussion with Homes England and MHCLG to identify further options to deliver these three key large scale strategic projects.
- 2.7 Support was also highlighted for Culture and Historic assets with an initial £25m commitment to establish the British Library North in Leeds.
- 2.8 Other aspects of the devolution deal relating to housing and planning, including the development of a deeper partnership with Homes England, will be considered by future meetings of the Panel.

4. Financial Implications

- 4.1 Further resource may be required for delivery of the housing pipeline but additional analysis is required to quantify the type and extent of capacity the £3.2m revenue funding can provide.

5. Legal Implications

- 5.1 There are no legal implications directly arising from this report.

6. Staffing Implications

- 6.1 There are no staffing implications at this point.

7. External Consultees

- 7.1 None

8. Recommendations

- 8.1 That the Board notes the progress being made.

9. Background Documents

- 9.1 None

10. Appendices

10.1 None

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Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 10 June 2020

Subject: **Inclusive Growth and Public Policy Panel**

Director: Alan Reiss, Director of Strategy, Policy and Communications

Author: James Flanagan

1. Purpose of this report

- 1.1 To provide the LEP Board with a report on the recent work of the Inclusive Growth and Public Policy Panel.

2. Information

- 2.1 A workshop of the Panel met on 14 February, at the Old Fire Station, Gipton, in Leeds.
- 2.2 Members were provided with the following overview of the Old Fire Station and the related work of Gipsil:
- Following the relocation of Gipton Fire Station in 2014, Leeds Community Foundation supported two locally based organisations (Gipsil and Zest Health for Life) to convert the building into a Community and Enterprise Hub.
 - Since the completion of the refurbishment in August 2017, the Hub has become a focal point of community activity and home to a number of social enterprises.
 - Gipsil have expanded their work across Leeds in supporting young and vulnerable people to access housing, increase wellbeing, develop their skills and gain sustainable employment.
- 2.3 Members provided a roundup of local Inclusive Growth related activities with a view to sharing best practice, learning and scaling up opportunities:

Bradford:

- **Procurement** - LA spending power to support the third sector, e.g. third sector representation on interview panel for appointment of Head of Procurement

- **Skills** eg supporting Screen Yorkshire's 'Beyond Brontes' to promote inclusion in the film making industry, and PWC is training young and diverse recruits
- **Social enterprise** – secured a significant national Local Action Fund award.

Calderdale (provided post-workshop):

- **Park and Warley programme** based on community engagement, employment and social value as its guiding themes.
- **Community wealth building** principles incorporated into early stage proposals for the Towns funding.
- Recently joined the '**Keep it Local**' Network in order to promote local commissioning through community engagement.

Kirklees:

- **Community asset transfer** support – number of successes
- **Local supply chains/procurement** – use of Social Value portal to quantify the impact – currently 57% with SMES vs 47% benchmark
- **Poverty proofing the school day** - engaged schools locally to identify and address the non-obvious signs of poverty

Leeds:

- **Creative and Digital Workspace Fund** – to address third sector orgs being priced out of city centre locations
- **100% digital Leeds** – e.g. high profile 'tech mums' clubs providing digital skills training
- **Employment initiatives** - e.g. Leeds teaching hospital, which had persistent vacancies, brought 24 local people into healthcare jobs.

Wakefield:

- CLLD funded project focusing on **business and enterprise support** in deprived areas
- Transformative capital projects, e.g. **Rutland Mills** re-development as a creative community hub
- **Getting local people into work** and then progressing, e.g. through: Works Better Programme; Step-up (includes the employment hub for young people)

York:

- **Community hubs** using devolved ward funding, re-purposing children's centres, and schools.
- **Vocational training for 14 year olds** - working with York College e.g. construction and hospitality – targeted at disengaged young people

West Yorkshire Combined Authority/LEP:

- **Business Grants** – IG criteria/conditions introduced (e.g. real living wage, school engagement, apprenticeships etc)
- Careers support for individuals with special educational needs - **SEND Hub** - to assist young people vulnerable to becoming NEET

- Inclusive cycling infrastructure investment – e.g. **City Connect** Castleford to Wakefield Greenway

West and North Yorkshire Chamber:

- **Leeds Manufacturing Festival** - focus on manufacturing skills and life skills for secondary school aged children
- **UTC** inclusive intake and provides inspiring learning opportunities - e.g. NASA visit
- **Apprentice levy transfers** - bringing organisations together so funding can be better matched and prevent unspent levy from leaving the region

JRF:

- Focus on best practice and policy advice, e.g. recent report on how LISs can deliver inclusive growth (<https://www.jrf.org.uk/report/how-local-industrial-strategies-can-deliver-inclusive-grow>)

West Yorkshire and Harrogate Health and Care Partnership:

- **5-year plan** <https://www.wyhppartnership.co.uk/publications/our-five-year-plan/five-year-plan-introduction>
- **Enhancing communities fund** - NHS money going into keeping people well

Yorkshire Sport Foundation:

- Working with VCS local residents, schools and Leeds City Council partners in Seacroft in an ABCD way - **using physical activity and sport to help people connect into their local communities**, build confidence and resilience through participating in activities and volunteering, and move closer to employment.
- **Coach Core** - working with Sport England and The Royal Foundation (Duke and Duchess of Cambridge) - will launch in Leeds (and potentially Bradford) providing opportunities for young people in challenging communities to gain skills and employment using sport and physical activity as the means.
- Also **working with DWP** in Hemsworth, Wakefield with a range of partners to look at a 'person centred' approach to moving people towards employment

2.4 Members were updated on the progress made in developing the draft Strategic Inclusive Growth Framework:

- Our IG definition was restated:
Enabling as many people as possible in LCR to contribute to, and benefit from, economic growth.
The definition embeds the following key perspectives:
 - **Social** - benefitting the different groups that face barriers to high quality employment, including those with protected characteristics
 - **Place** - addressing inequalities in opportunity within our communities.

- The following guiding Framework aims were noted and agreed:
 - To enable all our richly diverse people, places and communities to contribute to - and benefit from - LCR's economic growth.
 - To promote collaboration with our partners which builds on proven community and local level Inclusive Growth activities by understanding, trialling and scaling up successful approaches to the City Region level where advantageous to do so.
 - To ensure that Inclusive Growth is at the forefront of both local and regional growth ambitions and policy making, such as the emerging Local Industrial Strategy.
- An overview was provided to members on progress made to date:
 - The Panel noted it had previously considered early thinking on an outline Framework.
 - Engagement had been undertaken with a number of key stakeholders including in relation to:
 - Consultation on challenges, opportunities and what is needed at LCR level to deliver Inclusive Growth
 - Comprehensive information collection/mapping, i.e. understanding what is happening at local and community levels, and what is potentially scalable to the regional level.
 - Co-designing of:
 - Strategic IG Goals (ie Wellbeing, Connectivity & Accessibility, Transferable and Relevant Skills, and Good Work);
 - Ambition Statements against each Goal (from the perspectives of the individual, employers and the region); and
 - A programme of related indicative actions/interventions/investments (supported by logic models/theory of change).
- The following next steps were agreed:
 - Officers to finalise the draft Framework in consultation with the Chief Executive lead and the Panel Chair, including by capturing scalable local IG activities identified, as far as possible.
 - To consult wider stakeholders on the draft Framework and ensure that the consultation captures the community voice.
 - Following the consultation exercise, officers to finalise the Framework in consultation with the Panel Chair and lead Chief Executive and seek its endorsement by the Panel and then adoption by CA and LEP.

2.5 Inclusive Growth is a key priority for the West Yorkshire Economic Recovery Strategy and the Inclusive Growth Framework will be reviewed to consider a) what changes are necessary in the light of Covid-19, and b) which of the products and programmes proposed within it should be prioritised to assist recovery.

3. Clean Growth Implications

3.1 There are no clean growth implications directly arising from this report.

4. Financial Implications

4.1 There are no financial implications directly arising from this report.

5. Legal Implications

5.1 There are no legal implications directly arising from this report.

6. Staffing Implications

6.1 There are no implications associated with this paper.

7. External Consultees

7.1 No external consultations have been undertaken.

8. Recommendation

8.1 That the report of the work of the Inclusive Growth and Public Policy Panel be noted, including the progress towards the development of an LCR Inclusive Growth Strategic Framework.

9. Background Documents

9.1 None.

10. Appendices

10.1 None.

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Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 10 June 2020

Subject: **LEP Capital Programme (Investment Committee)**

Director: Melanie Corcoran, Director of Delivery

Author: Lynn Cooper

1 Purpose of this report

1.1 To update the LEP Board on progress made on the implementation of the LEP capital programme. The report summarises:

- The current impact of the Covid-19 pandemic on the implementation of the programme; and
- The position as at the end of 2019/20 and consideration of the issues for 2020/21, the final year of the Growth Deal programme.

2 Information

Impact of Covid-19 pandemic on delivery of projects

- 2.1 This is an unprecedented time and the LEP, the Combined Authority its staff, consultants, contractors and suppliers are all having to adapt to new ways of working. Currently the impact that this has had on our programmes and projects is mixed, but a more positive picture is emerging. There were four projects which had been halted on site, but works have now re-commenced at both the Mytholmroyd and Hebden Bridge Park and Ride sites.
- 2.2 The main impact is on projects that were due to start on site either in March 2020 or in the first quarter of 2020/21, all of these are currently being delayed by a minimum of three months. Projects in development are progressing but delays due to a variety of factors are already beginning to impact on the assurance process timetables.
- 2.3 The Combined Authority has set up a tracker which looks to record impacts to each programme and project to try and understand the impact of coronavirus, which the Combined Authority and partners are regularly updating. Issues include:

- Working from Home: The Combined Authority, partners and consultants have in the main closed their offices and the majority of staff are now working from home. Staff at the Combined Authority able to access our ICT systems fully and our broadband connection capacity has been increased to cope with the additional traffic of staff being at home and to date all is working well and efficiently and productivity has not suffered. There are some difficulties being reported from partners but none from consultants; this is being monitored.
- Contractors and suppliers: To date the majority of works that are on site are continuing as normal. However:
 - Availability of materials is becoming an issue, including the closure of quarries. We have had reports of delays in the supply chain.
 - A number of projects are currently being tendered and we are aware that some contractors are not willing to tender in the current climate.
- Consultation: Many projects are dependent upon consultation with the public. Although online methods are utilised it is common practice to hold public meetings to ensure transparency and equality. These cannot take place at present and therefore projects may be delayed until this consultation can take place.
- Surveys: These are being delayed, which may in turn delay projects.
- Resilience of partner infrastructure: e.g. some partners have been experiencing significant IT disruption across the board and operating a rota system in terms of access to emails and network files which is likely to cause delays to projects.

- 2.4 There has been some effect on the level of expenditure on funding programmes for the financial year 2019/20. However, it is very likely that spend for this financial year (2020/21) will be significantly affected and lower than was originally expected. To that end, BEIS and DfT have been contacted to seek their support in helping us respond to the challenges posed by Covid-19 with regards extending reporting deadlines and managing possible delays to the programme. A holding response was received which stated that similar concerns had been raised by other LEP's and that a programme response is being considered. It also stated that work is being undertaken to consider the next steps for the Local Growth Fund 2021/22.
- 2.5 On a positive note, the Combined Authority and partners are exploring opportunities to bring forward specific works on site whilst traffic volumes are low.
- 2.6 The impact on other projects and programmes are considered later in this report.
- 2.7 The Combined Authority and partners are currently looking at how projects can aid the economic recovery once Covid-19 restrictions are eased.

Integrated Clean Growth

- 2.8 Through the Assurance Framework and other internal decision-making procedures, the Combined Authority will review and embed clean growth considerations into our activities.
- 2.9 Building on the recent work to strengthen how clean growth and climate change impacts are considered as part of all new schemes that come through the Combined Authority's Assurance Framework (Decision point 1 and 2), the Combined Authority are now in the process of procuring expert advice to frame and develop a robust quantifiable methodology for assessing all new scheme's predicted carbon emissions / wider clean growth impacts. This will include a review of existing Combined Authority schemes and additional resource to support the development and implementation of the new assessments.
- 2.10 The development of the specification for the work (which has benefitted from active engagement and input from Leeds City Region local authorities) will allow the Combined Authority to map and detail the emissions footprint of the 180+ projects in the West Yorkshire Plus Transport Fund and Leeds City Region Local Growth Fund pipeline and provide technical advice and training support to project sponsors in the design and development of future investments. This will ensure that the business cases for these reflect the Leeds City Region Climate Emergency and that we can evidence that they will reduce carbon emissions (both directly and indirectly).
- 2.11 A tender has now been issued to the market with the intention of appointing a successful consultant (or consortium) in spring / summer 2020. It should be noted that Leeds City Region local authority officers will be involved in the evaluation of tender responses working alongside Combined Authority officers. It is anticipated this technical work will commence in July. Training and support elements will run throughout the year across a longer timeline.
- 2.12 Clean growth, including climate change, impact assessment / considerations are all now included in all Capital Spending and Project Approvals reports.

LEP Capital Programme

- 2.13 Table 1 below summarises total expenditure on the LEP capital programme in 2019/20 against the revised outturn forecast.

Capital Programme	Revised Forecast 2019/20	Year End 2019/20	%
Growth Deal (including West Yorkshire Transport Fund	£105,430,000	£71,154,595	67.5%
West Yorkshire Broadband - contracts 2 & 3	£1,157,000	£226,008	19.5%
Growing Places Fund	£0	£1,511,040	0.0%
Warm Homes	£400,000	£440,370	110.1%
Total	£106,987,000	£73,332,014	68.5%

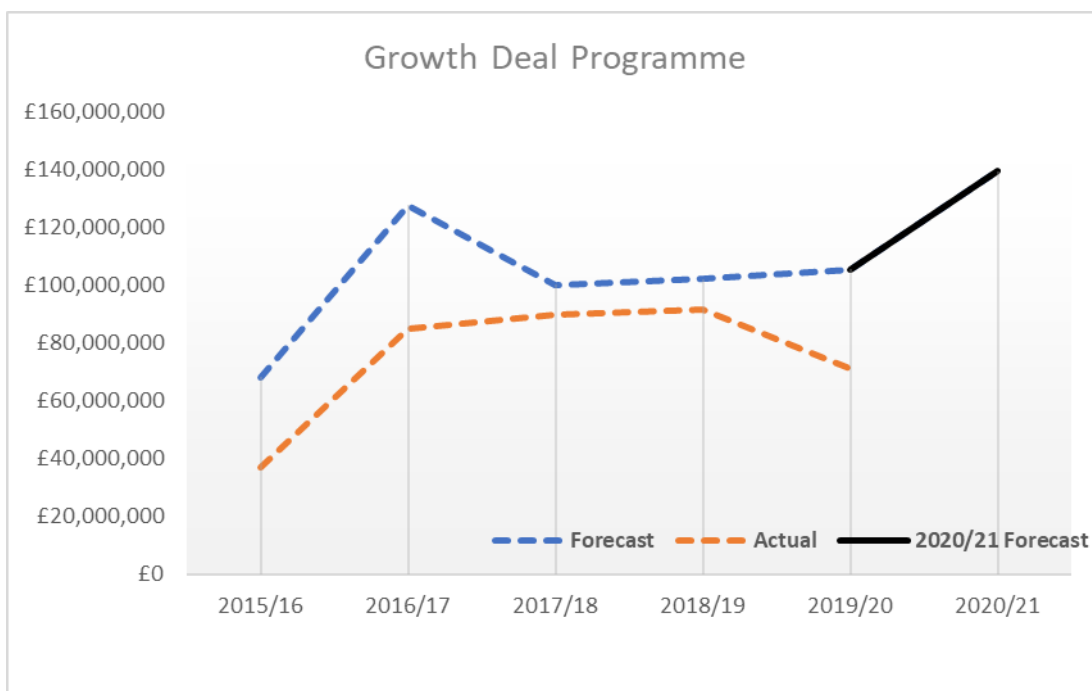
Growth Deal Programme

Independent Review of the Transport Fund 2019

- 2.14 Confirmation has been received from the Ministry of Housing, Communities and Local Government that the Leeds City Region LEP passed the first Independent Review of the Transport Fund 2019 (also known as the Gateway review). Passing this review ensures that the 'gainshare' investment of £30 million per year for the Transport Fund will now be paid for the five years 2021/22 to 2025/26. The gainshare funding is subject to five-year reviews with the next one due in 2024.

Expenditure

- 2.15 Growth Deal programme spend is reported to Government under two categories:
- **Expenditure** – This is the total Local Growth Fund (LGF) monies spent by project sponsors on their projects. In 2019/20 the expenditure on the programme totals £70.42 million.
 - **Outturn** - The total LGF funds transferred to project sponsors by the Combined Authority (this specifically includes pre-payments to project sponsors where projects are in contract and / or eligible expenditure falls across two financial years). In 2019/20 outturn totals £71.15 million (as shown in Table 1 above). Outturn is demonstrated in the Growth Deal dashboard attached as **Appendix 1**.
- 2.16 Both outturn and expenditure are lower than the forecast of £105 million estimated for 2019/20. The total underspend against forecast is £33.85 million the majority of this £25.9 million (76%) relates to the Transport Fund. The graph below set out outturn performance against forecast over the five years of the programme and the spend that needs to be achieved in the final year.



West Yorkshire plus Transport Fund

- 2.17 In all each of the previous four years of the Growth Deal spend against the Transport Fund has increased each year. This year a significant escalation was required for the programme to achieve target spend. Whilst this has not occurred expenditure on the Transport Fund is higher than in 2018/19.
- 2.18 There are different reasons that individual projects have not achieved target spend, as detailed below, one issue that has been reported by partner councils is that resources have been diverted to work on bids for other funding (e.g. Transforming Cities Fund, Future Mobility Zones, Major Route Network, Housing Investment Fund, Streets for People etc). Projects have also been delayed going forward whilst the results of these bids are awaited to allow available budgets to be finalised. The restrictions resulting from COVID-19 placed on the Combined Authority, partner councils and contractors have had some impact on overall delivery in 2019/20 mainly on projects that were due to start on site in March 2020 and are currently being delayed by a minimum of three months.
- 2.19 Projects that have seen reductions against forecast include:
- **York Central Station Access and Gateway scheme** is dependent on Housing Investment Fund for which the announcement was substantially delayed and details have still not emerged to when the new funding will be available from MHCLG. Therefore, total spend on the scheme was approximately £2.5 million less than originally forecast for the year.
 - Following the announcement of Department for Transport funding for dualling of the **York Outer Ring Road** discussions are ongoing about the responsibility for the assurance of the scheme and the requirement for a

new strategic model which would take approximately 18 months to develop and planning permission for the full scheme. This has delayed any further development of individual junctions and led to an underspend against forecast of £2.5 million.

- Delays to **Leeds Dawsons Corner** and the A650 Tong Street are linked to Major Route Network funding and the need to have updated transport models.
- Two Corridor Improvement Projects: **Leeds Dyneley Arms** and **Wakefield Newton Bar** were also slow to progress and led to underspend totalling £3.7 million.

2.20 Forecasting of spend, especially on the Transport Fund remains a problem that is detracting from the positive messages of the programme. For example, the **East Leeds Orbital Route** commenced on site in March 2020. This is the biggest project in the Transport Fund to date with a total grant of £90.33 million. The project spend was lower than forecast by £6 million, the main reasons for this were that full forecast for on site delivery was not available until the contractor was appointed.

Economic Development Projects

2.21 The underspend against forecast on these projects is circa £4 million which relates to three projects:

- **Business Support Projects** (Business Growth Programme, Access to Capital Grants) – a slow down during the middle of the year with uncertainty over Brexit, and then a slow down due to COVID-19, has led to an underspend of £1 million
- **Institute for High Speed Rail** – Spend in 2019/20 was at forecast but the detail is currently being determined, £3.24 million had been confirmed at year end. Work on the project could not continue as planned in March 2020 due to COVID-19
- **Dewsbury Riverside** – The forecast of £1.7m has not been met as the project has been waiting for a Government decision on HIF. The bid was subsequently unsuccessful which has led to revisions of the scheme.
- **Enterprise Zones** – The forecast was an estimate subject to projects coming forward through the assurance process. Whilst projects have progressed well there have been a number of delays due to COVID-19, with delays in planning permission, land assembly and acquisitions resulting in the full forecast not being achieved.

2.22 The Aire Valley Power Supply project (included within the Priority 4c Enterprise Zones) has now been formally withdrawn from the programme as additional electricity provision is no longer considered as a requirement for the site. A total of £4.37 million was included in 2018/19 outturn as a prepayment to Leeds City Council. This funding will now be returned and has been deducted from the outturn spend in 2019/20.

Final Year 2020/21

- 2.23 All underspend on the Growth Deal programme will be carried forward to be spent in 2020/21. A total of £155.78 million is available to spend in 2020/21 (this includes £15.75 million of prepayments). This is a significant sum especially given the current issues around the COVID-19 pandemic which is affecting capital spend across all funding streams.
- 2.24 Notification has been received that payment of the 2020/21 allocation will be made in two tranches:
- The Leeds City Region was due to receive £100.34 million, the payment now expected in May will be the £30 million of 'gainshare' funding for the Transport Fund plus 2/3rds of the remaining funding, a total of circa £76.22 million
 - With the remaining amount of £24.12 million subject to confirmation that spend can be achieved.
 - The Cities and Local Growth Unit is currently developing templates that will need to be completed for each LEP area to review spending.
 - A decision on the remaining payment will be subject to assessment of the completed templates expected to be by September 2020.
- 2.25 An initial review of forecasts, whilst identifying some risk, appears positive. Please refer to Appendix 1 which forecasts spend of £141.07 million (£127.58 million plus £13.49 million of prepayments) in 2020/21. This will take total spend to £503.36 million. Although short of the £516 million target, we have projects that will be in contract and therefore further spend which takes forecasts which show spend above the target. This will be reported further at the next meeting once further information has been received from the Cities and Local Growth Unit.

West Yorkshire and York Broadband Programme

- 2.26 The City Region's Strategic Economic Plan (SEP) laid out an ambition to achieve 99% superfast broadband connectivity across West Yorkshire and York by 2018/19. The West Yorkshire and York Broadband programme commenced in 2013 and is overseen by a partnership agreement between the West Yorkshire and York councils and the Combined Authority. The target of 99% coverage by 2018/19 was not met by the original Contract 1. However, with Contract 1 completed and Contract 2 in progress and on schedule, the programme is now on track to deliver up to 98% access to superfast broadband by end June 2021. A further Contract 3 to address some of the remaining most difficult to reach rural properties, is currently in procurement to secure the use of a broadband infrastructure supplier. The target for Contract 3 is to take coverage up to and over 99%.

- 2.27 Contract 3 was originally expected to commence in 2019/20 and spend was forecast accordingly. It will now commence in 2020/21. Expenditure in 2018/19 related to remaining activity on Contract 2.

Warm Homes Programme

- 2.28 The Warm Homes programme aimed to address fuel poverty amongst some of the most vulnerable households in the Leeds City Region through replacing old, obsolete, carbon and cost intensive heating with first time (for those who have not previously had any form of central heating) efficient gas central heating systems, and often a gas connection, in housing stock across all tenures.
- 2.29 The Combined Authority declared a Climate Emergency in 2019 and strengthened its regional target to become a net zero carbon economy by 2038. In addition, Priority 3 of the Leeds City Region Strategic Economic Plan (Clean Energy and Environmental Resilience) sets out a long-term ambition to become a resilient zero carbon energy economy underpinned by high quality infrastructure. Priority 3 particularly emphasises the ambition to:
- Deliver improvements that make homes across the Leeds City Region warmer and reduce fuel poverty.
 - Develop partnership and funding models with the health sector to deliver collaborative interventions that reduce extreme cold and damp and improve health.
- 2.30 In December 2017, the LEP contribution to the Warm Homes programme of £1,619,960 (funded by the National Grid Warm Homes Fund) was approved through the assurance process. The total project value is £2.91 million, including £825,000 match funding from the partner councils and £465,000 private sector funding.
- 2.31 The programme was made up of two projects: the first delivering measures to over 200 privately owned and rented properties across the City Region. This project has been delivered through the Better Homes Yorkshire contract agreements. The second project delivered measures to 500 Leeds City Council owned properties and was delivered through Leeds own existing contract agreements.
- 2.32 The programme is now complete and 704 fuel poor (where the householder spends more than 10% of their income on fuel costs) properties have received first time central heating across both projects. The carbon savings achieved through replacing carbon intensive forms of heating for more efficient systems is 57,430 lifetime tonnes saved. This is expected to result in fuel bill savings of £7.75 million over the lifetime of the measures.
- 2.33 The Warm Homes programme followed on from the successful delivery of the Growth Deal funded Tackling Fuel Poverty programme. This programme delivered a range of energy efficiency and heating improvements to fuel poor households across the city region. The LEP contributed £5.70 million (funded

through the Local Growth Fund) towards the £10.50 million total cost. The programme delivered improvements in over 1,440 homes, the measures are expected to achieve future bill savings equivalent to £13.5 million, and carbon savings of almost 42,000 tonnes over the lifetime of the measures. This is equivalent to taking almost 22,000 cars off the roads.

- 2.34 In addition to a low income, many of the householders who have benefitted also have long term respiratory, cardiac or mental health conditions made worse by cold. The provision of an affordable, reliable heating system offers a significant improvement to their health and well-being. A programme closure report is now being completed. A small final balance of grant from the programme will be paid out in 2020/21.
- 2.35 Work is ongoing to develop pathways to meet its 2038 net-zero emissions target. Economy wide emissions reductions are being examined, with a specific pathway marked out for buildings and homes. One of the key assumptions is that ambitious energy efficiency improvements will be necessary in all scenarios, raising all homes to an energy performance of EPC (Energy Performance Certificates) C and better by 2030, with connection to a low carbon heating system. The Combined Authority's policy team is leading a project that is looking at delivery, finance, funding, and supply chain, necessary to deliver domestic energy efficiency at sufficient scale and pace to meet its net zero carbon emissions target.

3 Clean Growth Implications

- 3.1 The implications for clean growth are set out in paragraphs 2.8-2.12.

4 Financial implications

- 4.1 Financial implications are included within the body of the report.

5 Legal implications

- 5.1 There are no legal implications directly arising from this report.

6 Staffing implications

- 6.1 There are no staffing implications directly arising from this report.

7 External consultees

- 7.1 No external consultations have been undertaken.

8 Recommendations

- 8.1 That the LEP Board notes the year end performance of the LEP capital programme.

9 Background Documents

9.1 None

10 Appendices

Appendix 1 – Growth Deal Dashboard 2019/20

9/20 Q4 Growth Deal Financial Dashboard (to 31/03/2020)

Target	105,434,327	71,154,595
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Project Name	Original Allocation	Indicative Funding	Full Funding Approval	Overall RAG	Cumulative Actual Spend Prior to 2019/20	Agreed Annual Forecast 2019/20	Actual Spend 2019/20
A6110 Leeds Outer Ring Road	17,800,000	11,990,000	286,000	Amber	30,195	116,000	174,895
A62 - A644 (Wakefield Road) Link Road	69,270,000	69,300,000	965,000	Amber/Red	733,304	476,308	230,021
A62 - A644 (Wakefield Road) Link Road (Combined Authority)					44,454		-44,454
A629 (Phase 1A) - Jubilee Road to Free School Lane	8,160,000	8,639,999	8,639,999	Green/Amber	8,639,999		
A629 (Phase 1A) - Jubilee Road to Free School Lane (Combined Authority)					36		
A629 (Phase 1B) - Elland Wood Bottom to Jubilee Road	18,900,000	27,840,000	5,670,394	Green/Amber	2,111,363	2,000,000	380,812
A629 (Phase 2) - Eastern Gateway and Station Access Improvements	40,930,000	50,583,585	3,246,585	Amber	2,615,000	337,987	431,119
A629 (Phase 2) - Eastern Gateway and Station Access Improvements (Combined Authority)					125,970		
A629 (Phase 2) - Halifax Bus Station		566,415	566,415	Amber/Red		65,218	309,879
A629 (Phase 4) - Ainley Top	30,000,000	25,920,000	7,085,000	Green/Amber	556,094	500,000	158,315
A629 (Phase 4) - Ainley Top (Combined Authority)							
A629 (Phase 5) - Ainley Top into Huddersfield	12,087,608	12,090,000	4,418,295	Green/Amber	1,168,168	2,281,683	692,029
A629 (Phase 5) - Ainley Top into Huddersfield (Combined Authority)							
A641 Bradford - Huddersfield Corridor	75,550,000	75,540,000	794,000	Green	270,390	643,526	371,732
A65 - Leeds Bradford International Airport Link Road	35,690,000	75,000,000	1,785,000	Amber	1,391,176	460,000	297,807
A650 Hard Ings Road (Phase 1) - Hard Ings Road Only	10,250,000	9,334,000	9,334,000	Green/Amber	3,610,365	2,890,706	2,793,993
A650 Hard Ings Road (Phase 1) - Hard Ings Road Only (Combined Authority)							
A650 Tong Street	7,070,000	20,000,000	185,000	Green/Amber	248,667	30,400	25,338
A650 Tong Street (Combined Authority)					-63,667		-25,338
Aire Valley - Leeds Integrated Transport Package (Phase 1) - Aire Valley Park	28,830,000	8,640,000	9,597,000	Green	8,635,208	25,000	
Aire Valley - Leeds Integrated Transport Package (Phase 1) - Aire Valley Park					339,884		1,481
Bradford Forster Square Station Gateway	17,030,000	17,320,000	3,671,314	Green	360,470	216,000	96,894
Bradford Forster Square Station Gateway (Combined Authority)					57,174		-29,797
Bradford Interchange Station Gateway (Phase 1)	10,880,000	5,650,000	293,000	Green	197,215	81,600	64,427
Bradford Interchange Station Gateway (Phase 1) (Combined Authority)					13,836		
Bradford to Shipley Corridor	47,900,000	47,900,000	3,979,000	Green	1,260,980	448,000	892,239
Calder Valley Line - Elland Station		2,638,197	700,153	Green	109,719	350,000	141,654
Calder Valley Line - Elland Station (Combined Authority)		18,310,000	1,434,595	Green/Amber	348,303	532,924	75,268
Castleford Growth Corridor Scheme	37,520,000	6,870,000	1,839,000		170,954	1,110,587	70,781
Castleford Station Gateway	4,500,000	2,836,000	2,836,000	Green/Amber	256,955	2,074,913	532,180
CityConnect Phase 3 Canals				Green			
CityConnect Phase 3 Castleford to Wakefield Greenway Phase 4				NA			15,000
CityConnect Phase 3 Cooper Bridge		1,862,000	350,000	Green/Amber			65,941
CityConnect Phase 3 Huddersfield Town Centre				(blank)			141,507
CityConnect Phase 3 Huddersfield Town Centre (Combined Authority)							-76,507
CityConnect Phase 3 Leeds		6,504,000	100,000	Green/Amber			54,646
CityConnect Phase 3 West Yorkshire Combined Authority		3,684,000	695,000	(blank)	208	774,314	205,708
Clifton Moor Park and Ride	9,760,000			NA			
Corridor Improvement Programme - Bradford - A6177 Great Horton Road - Cr	2,500,000	235,300	180,000	Green/Amber	235,300		
Corridor Improvement Programme - Bradford - A6177 Great Horton Road - Cr					-121,090		
Corridor Improvement Programme - Bradford - A6177 Great Horton Road - Ho	3,150,000	4,210,000	809,007	Green	273,457	180,000	438,002

9/20 Q4 Growth Deal Financial Dashboard (to 31/03/2020)					Target	105,434,327	71,154,595
Project Name	Original Allocation	Indicative Funding	Full Funding Approval	Overall RAG	Cumulative Actual Spend Prior to 2019/20	Agreed Annual Forecast 2019/20	Actual Spend 2019/20
Corridor Improvement Programme - Bradford - A6177 Great Horton Road - Ho					-19,951		
Corridor Improvement Programme - Bradford - A6177 Thornton Road - Toller L	8,500,000	9,660,000	946,670	Green/Amber	293,169	102,400	653,501
Corridor Improvement Programme - Bradford - A6177 Thornton Road - Toller L					2,506		
Corridor Improvement Programme - Bradford - A650 Shipley Airedale - A647 Leeds Road	10,300,000		277,000	NA			
Corridor Improvement Programme - Calderdale - A58 - A672 Corridor	6,020,000	5,800,000	941,665	Green/Amber	206,760	450,000	583,196
Corridor Improvement Programme - Calderdale - A58 - A672 Corridor (Combin				(blank)	7,554		-327
Corridor Improvement Programme - Calderdale - A646 - A6033 Corridor	5,090,000	4,950,000	789,581	Green/Amber	145,967	414,000	536,555
Corridor Improvement Programme - Calderdale - A646 - A6033 Corridor (Com					7,523		-296
Corridor Improvement Programme - Kirklees - A62 Smart Corridor	7,500,000	7,500,000	855,000	Green/Amber	405,713	461,924	552,712
Corridor Improvement Programme - Kirklees - A62 Smart Corridor (Combined					44,620		-148,045
Corridor Improvement Programme - Kirklees - Holmfirth Town Centre	4,900,000	4,900,000	250,000	Green	146,741	308,147	103,259
Corridor Improvement Programme - Kirklees - Holmfirth Town Centre (Combin							
Corridor Improvement Programme - Kirklees - Huddersfield Southern Corridors	8,200,000	8,200,000	2,234,000	Green/Amber	275,000	859,000	258,154
Corridor Improvement Programme - Kirklees - Huddersfield Southern Corridors							
Corridor Improvement Programme - Leeds - Dawsons Corner	15,000,000	14,480,000	2,607,000	Amber/Red	522,814	2,771,728	340,477
Corridor Improvement Programme - Leeds - Dyneley Arms	8,000,000	2,480,000	775,000	Green/Amber	269,214	1,737,000	176,678
Corridor Improvement Programme - Leeds - Dyneley Arms (Combined Authori					26,454		
Corridor Improvement Programme - Leeds - Fink Hill	950,000	3,980,000	519,000	Amber	122,542	729,471	249,865
Corridor Improvement Programme - Wakefield - A650 Newton Bar	4,230,000	11,310,000	204,800	Green/Amber	141,669	2,299,267	186,095
Corridor Improvement Programme - Wakefield - A650 Newton Bar (Combined							-122,964
Corridor Improvement Programme - Wakefield - Owl Lane	2,560,000	54,062	75,000	Green	53,505	558	558
Corridor Improvement Programme - Wakefield - Owl Lane (Combined Authorit							
Corridor Improvement Programme (Phase 1)		8,200	408,000	Green	8,200	100,000	
Corridor Improvement Programme (Phase 2)		650,000	650,000	Green			280,564
Corridor Improvement Programme (Phase 3)		46,582,437		Green			
Glasshoughton Southern Link Road	7,090,000	5,968,000	5,968,000	Green/Amber	807,345	4,884,925	3,236,657
Glasshoughton Southern Link Road (Combined Authority)					4,492,578		-3,236,658
Halifax Station Gateway	10,600,000	10,600,000	1,355,000	Amber	563,529	500,000	673,364
Halifax Station Gateway (Combined Authority)					1,917		
Harrogate Road - New Line	4,920,000	7,665,000	7,665,000	Green/Amber	2,795,772	2,439,000	1,899,672
Harrogate Road - New Line (Combined Authority)					3,717		
Huddersfield Station Gateway (Phase 1)		5,500,000	115,000	Green/Amber	10,000	170,000	105,000
Huddersfield Station Gateway (Phase 1) (Combined Authority)					599		
Huddersfield Station Gateway (Phase 2)		5,000,000	22,385	Amber	22,385		11,829
Huddersfield Station Gateway (Phase 2) (Combined Authority)					30,245		-11,829
Leeds City Centre Network and Interchange Package	36,500,000	66,800,000	3,774,000	Amber	1,678,029	3,523,500	941,229
Leeds City Centre Network and Interchange Package - Armley Gyratory				(blank)			
Leeds ELOR and North Leeds Outer Ring Road	73,260,000	90,330,000	90,330,000	Amber	22,829,700	21,236,983	14,662,703
Leeds ELOR and North Leeds Outer Ring Road (Combined Authority)					845		10,960,311
Leeds Inland Port		3,170,000		Amber/Red		1,077,000	
Leeds Station Gateway - Leeds Integrated Station Masterplan	400,000	400,000	400,000	Green	311,900	24,089	26,792

9/20 Q4 Growth Deal Financial Dashboard (to 31/03/2020)					Target	105,434,327	71,154,595
Project Name	Original Allocation	Indicative Funding	Full Funding Approval	Overall RAG	Cumulative Actual Spend Prior to 2019/20	Agreed Annual Forecast 2019/20	Actual Spend 2019/20
Leeds Station Gateway - New Station Street	1,590,000	2,120,000	2,120,000	Green/Amber	721,948	1,394,598	1,196,736
M62 Junction 24A	18,510,000	59,846	70,000	Amber	44,346		8,333
Mirfield to Dewsbury to Leeds (M2D2L)	12,510,000	12,500,000	535,000	Amber	210,000	425,000	96,131
Mirfield to Dewsbury to Leeds (M2D2L) (Combined Authority)					9,588		
Parking Extensions at Rail Stations (PEARS)			138,000	Green	137,997		
Rail Parking Package - Apperley Bridge	1,200,000	1,200,000	113,100	Green/Amber		423,100	
Rail Parking Package - Ben Rhydding	2,100,537	2,080,000	150,000	Amber			
Rail Parking Package - Fitzwilliam	700,000	492,499	492,499	Green	492,498		1
Rail Parking Package - Fitzwilliam (Combined Authority)							
Rail Parking Package - Garforth	830,000	1,129,278	1,129,278	Green/Amber	43,981	780,000	933,477
Rail Parking Package - Guiseley	7,000,000	6,970,000	143,000	Amber/Red		113,000	
Rail Parking Package - Hebden Bridge	650,000	884,445	884,445	Amber	18,400	522,045	173,402
Rail Parking Package - Mirfield A	310,000	220,059	220,059	Green	170,000		50,059
Rail Parking Package - Moorthorpe	1,100,000	778,551	778,551	Green/Amber	18,105	250,000	106,952
Rail Parking Package - Mytholmroyd	3,640,000	3,952,000	3,952,000	Green/Amber		1,508,333	1,057,846
Rail Parking Package - Normanton	1,440,000	1,440,000	288,439	Amber			
Rail Parking Package - Outwood	1,100,000	1,540,000	210,000	NA	50,822	391,605	25,481
Rail Parking Package - Outwood (Combined Authority)					-41,927		41,927
Rail Parking Package - Shipley	2,550,000	2,550,000		Amber/Red			
Rail Parking Package - South Elmsall	610,000	604,604	604,604	Green	604,604		
Rail Parking Package - Steeton and Silsden	2,530,000	3,880,000	3,879,000	Amber/Red		230,000	
Rail Parking Package (Phase 1)		2,922,563	1,701,000	Green	1,208,657	568,779	101,903
Rail Parking Package (Phase 2)		23,330,000	2,016,000	Amber/Red	33,079	2,010,000	84,955
South East Bradford Access Road	46,310,000	46,300,000	1,304,000	Green/Amber	143,740	120,653	60,137
South East Bradford Access Road (Combined Authority)					-83,756		88,131
Thorpe Park Station	10,060,000	10,050,000	500,000	Amber/Red	287,162		3,187
Transformational - A6120 Leeds Northern Outer Ring Road Improvements		392,500	392,500	Green/Amber			202,528
Transformational - Bradford Interchange Station Gateway (Phase 2)		512,000	512,000	Green	24,155	159,438	47,801
Transformational - Bradford Interchange Station Gateway (Phase 2) (Combine					8,120		-8,120
Transformational – Bradford Transport Model				(blank)			
Transformational - Kirklees Transport Model	167,000	167,000	167,000	Green/Amber			133,050
Transformational - LCR Inclusive Growth Corridor Plans		7,030,000	2,395,000	Amber	579,815		628,476
Transformational - Leeds Transport Model		600,000		NA			
Transformational - NE Calderdale Transformational Programme Study		400,000	400,000	Amber	173,800	194,536	85,015
Transformational - North Kirklees Orbital Route Feasibility Study		248,000	248,000	Amber	130,912	45,500	71,131
Transformational - North Kirklees Orbital Route Feasibility Study (Combined A					9,588		
Transformational - South Featherstone Link Road Feasibility Study	284,000	284,000	284,000	Green/Amber	131,178	46,152	71,881
Transformational - South Featherstone Link Road Feasibility Study (Combined					22,770		
Transformational - York Northern Outer Ring Road Dualling Feasibility Study	300,000	295,000	295,000	Green	270,958		24,042
Transforming Cities Fund Development Funding		3,000,000	3,000,000	Green/Amber			1,263,274
Wakefield City Centre Package (Phase 1) - Kirkgate	5,400,000	5,556,000	5,556,000	NA	5,525,786		30,214

9/20 Q4 Growth Deal Financial Dashboard (to 31/03/2020)					Target	105,434,327	71,154,595
Project Name	Original Allocation	Indicative Funding	Full Funding Approval	Overall RAG	Cumulative Actual Spend Prior to 2019/20	Agreed Annual Forecast 2019/20	Actual Spend 2019/20
Wakefield City Centre Package (Phase 1) - Kirkgate (Combined Authority)							
Wakefield City Centre Package (Phase 2) - Ings Road	3,360,000	4,530,000	270,000	Amber	64,653	287,000	62,968
Wakefield City Centre Package (Phase 2) - Ings Road (Combined Authority)					2,942		
Wakefield Eastern Relief Road	29,400,000	37,593,000	37,593,000	NA	35,907,402		480,481
Wakefield Eastern Relief Road (Combined Authority)							
West Yorkshire Integrated UTMCI	7,260,000	450,000	450,000	Amber	276,823	173,177	51,417
West Yorkshire Integrated UTMCI (Combined Authority)							
West Yorkshire Integrated UTMCI (Phase A) - Bradford		632,157	632,157	Green			340,029
West Yorkshire Integrated UTMCI (Phase A) - Calderdale		351,424	351,424	Green/Amber			
West Yorkshire Integrated UTMCI (Phase A) - Kirklees		586,954	586,954	Green	23,235		181,386
West Yorkshire Integrated UTMCI (Phase A) - Leeds		1,513,539	1,513,539	Green/Amber			66,104
West Yorkshire Integrated UTMCI (Phase A) - Wakefield		759,804	759,804	Green			75,000
West Yorkshire Integrated UTMCI (Phase B)		1,225,000	1,225,000	Green/Amber			131,000
West Yorkshire Integrated UTMCI (Phase B2)		1,310,000		(blank)			
West Yorkshire Integrated UTMCI (Phase C)		665,000		(blank)			
West Yorkshire Plus Transport Fund Delivery				Green	2,943,401		649,857
York Central Access Road and Station Access Improvements	27,000,000	37,320,000	3,280,000	Amber	1,994,801	2,910,000	433,108
York City Centre Access Improvements	7,200,000	8,770,000	355,000	(blank)			
York Northern Outer Ring Road	37,600,000	2,940,000	2,450,000	Amber/Red	2,004,844	445,156	445,156
York Northern Outer Ring Road - Future Phases		25,715,419		Green/Amber			
York Northern Outer Ring Road - Phase 1 (Wetherby Road)		3,865,581	3,865,581	Green	3,528,264	71,000	324,101
York Northern Outer Ring Road - Phase 2 (Monks Cross)		3,585,000	3,585,000	Green/Amber	43,501	1,842,942	98,840
York Northern Outer Ring Road - Phase 2 (Monks Cross) (Combined Authority)					2,356,499		-98,840
York Northern Outer Ring Road - Phase 3		2,174,000		Green/Amber		2,534,118	
Priority 4b - Balance of Funding							
Priority 4b - Over-programming							
ire + Transport Fund Total	934,509,145	1,106,926,420	282,017,793		129,921,337	77,130,290	51,223,181

Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 10 June 2020

Subject: **Governance Report**

Director: Angela Taylor, Director of Corporate Services

Author(s): Julie Haigh

1. Purpose of this report

- 1.1 To provide the LEP Board with a final update on the process to seek new private sector members for the Combined Authority advisory panels.
- 1.2 To receive the recommendations in Appendix 1 in relation to private sector membership of the advisory panels and to recommend these to the Combined Authority.
- 1.3 To receive the recommendation to extend both the Board and advisory Panel terms of office of Board Member, Amir Hussain.

2. Information

- 2.1 As advised at the February meeting of the LEP Board, in order to comply with the requirements of the *National Assurance Framework* and *Strengthened Local Enterprise Partnerships*, a recruitment exercise has been carried out to seek new private sector LEP Board members. Following on from that an exercise has been conducted to appoint new private sector Panel members.
- 2.2 The Combined Authority currently appoint a number of Panels which advise both the Combined Authority and the LEP, with Panel Chairs reporting directly to the LEP Board. The panels are as follows:
 - Business Innovation and Growth Panel
 - Employment and Skills Panel
 - Green Economy Panel
 - Inclusive Growth and Public Policy Panel
 - Place Panel
- 2.3 As set out in the **Recruitment and Appointment Procedure for Private Sector Representatives**, with the LEP Chair's consent, Panel Chairs may

interview potential candidates for their respective Panel with the appropriate Panel lead officer to attend in support by way of an Appointments Panel.

- 2.4 Appointments Panels for the Business Innovation & Growth, Employment & Skills, Green Economy and Inclusive Growth and Public Policy Panels were convened throughout February and March.
- 2.5 However a number of candidates were unable to meet with the Appointment Panels during this time due to presenting with COVID-19 symptoms. Their discussions with the Appointment Panels therefore did not take place until after the LEP Board's consultative meeting in April, which **prevented their proposed appointments being considered at that time.**
- 2.6 Therefore these **further proposed private sector member appointments** are highlighted in Appendix 1 to this report.
- 2.7 In accordance with the **LEP Board's Procedure Rules**, LEP Board meetings are normally held in public with the physical attendance of its members. In these unprecedented times, due to COVID-19 restrictions, it is important to balance the need for normal democratic accountability and the need to protect the health of members, officers and the public. For this reason, the Chair of the LEP Board agreed that the **meeting scheduled for 1 April be cancelled** and alternative arrangements were put in place, namely a **consultative session held by conference call** with LEP Board members, which took place on 1 April.
- 2.8 As the conference call was consultative and not a meeting of the LEP Board, decisions required in relation to the private sector member appointments could not be taken by members on the call but required a decision subsequently by the Chair. The decision taken by the Chair was informed by the views of the members of the Board provided during the consultative call.
- 2.9 To ensure full transparency, and in accordance with section 10.3 of the LEP Constitution, the report relating to these appointments together with the views of LEP Board members (captured by Governance Services on the consultative call) and a written record of the Chair's formal decision have been published.
- 2.10 The Chair's written record of decision recorded that the recommendations of the LEP Board members, in relation to nomination of private sector members to advisory panels and extensions to terms of office of existing members, as set out in Appendix 1, were recommended to the next meeting of the Combined Authority for formal approval. It also recorded that until such time as the nominations to panels are formally approved by the Combined Authority and to ensure that new panel members are able to familiarise themselves with the work of the respective panels, they are invited to participate in any conference calls and workshops which take place in the foreseeable future.
- 2.11 All discussions with Appointment Panels have now taken place therefore Appendix 1 is also a **full and final** reflection of the private sector membership of each advisory Panel.

- 2.12 In addition, Amir Hussain's LEP Board and Panel term of office is shortly coming to an end, and it is proposed that his term is extended as follows as a reflection of the valuable contribution he is making to the work of the Board, Panels and the LEP as a whole:
- **Amir Hussain** has served as a LEP Board and Panel member since November 2017. He sits on both the Business Innovation & Growth and Place Panel and his involvement on both the Board and these Panels is invaluable in providing consistency and continuity. He is also a fundamental link with the Asian business community within the city region. It is therefore proposed that his Board, BIG and Place Panel terms of office be extended for a further **three years, to June 2023**.
- 2.13 This recommendation is in accordance and consistent with paragraph 4.15 of the LEP Constitution, whereby the term of office for each private sector member appointed will normally be for three years, with an **optional extension of three years**.
- 2.14 The LEP Board is now asked to receive the recommendations as set out as **Appendix 1** to this report and recommend these to the Combined Authority at its 25 June meeting.
- 2.15 The LEP Board is however asked to note that appointments longer than the next municipal year **may** need to be subject to a caveat relating to any potential changes to governance arrangements further to the West Yorkshire devolution deal.
- 2.16 It is proposed that public sector membership of Panels remains unchanged, reflecting all ten former Leeds City Region authorities (Barnsley, Bradford, Calderdale, Craven, Harrogate, Kirklees, Leeds, North Yorkshire, Selby, Wakefield), where those authorities wish to remain involved and there is continuing mutual strategic benefit.

Getting MCA Ready

- 2.17 As set out at the April Board meeting, the Government announced a “minded-to” devolution deal with West Yorkshire authorities on 11 March 2020. This will lead to changes in the decision-making structures and procedures of the CA and the LEP. Further advice will be provided to the LEP about what this might mean for the Panels in due course.

3. Clean Growth Implications

- 3.1 None arising directly from this report.

4. Financial Implications

- 4.1 None arising directly from this report.

5. Legal Implications

5.1 None arising directly from this report.

6. Staffing Implications

6.1 None arising directly from this report.

7. External Consultees

7.1 None arising directly from this report.

8. Recommendations

8.1 The LEP Board is asked to:

- note the contents of this report
- consider the recommendations in relation to private sector members of the advisory panels as at Appendix 1
- propose these to the Combined Authority at their 25 June meeting.
- approve Amir Hussain's LEP Board term of office be extended for a further three years to 30 June 2023.

9. Background Documents

9.1 None.

10. Appendices

Appendix 1 – Private Sector representatives on advisory panels

Private Sector representatives on advisory panels (as at June 2020):

Panel	Private Sector Representative	Organisation	Sector	Current term of Office	Recommendation:
Business Innovation and Growth Panel	Andrew Wright (Chair)	Hainsworth Ltd	Manufacturing	30 April 2023	
	Martin Booth	Witt UK Gp	Manufacturing	31 December 2023	
	Will Roebuck	eRadar	Urban/rural digital	14 December 2020	
	Mike Danby	Advanced Supply Chain	Distribution	31 December 2020	
	Philip Wilson	Slipstream Design	Digital	31 December 2020	
	Simon Wright	Yorkshire Bank	Financial Services	31 December 2020	
	Richard Paxman	Paxman Coolers Ltd	Manufacturing	30 April 2023 (with a further 3 year option)	
	David Sidlow	BorgWarner Ltd	Manufacturing	30 April 2023 (with a further 3 year option)	
	Andy Peterson	Communis	Digital Comms solutions	30 April 2023 (with a further 3 year option)	
	Amir Hussain	Yeme Architects	Creative	14 December 2017 (with a further 3 year option)	To endorse his membership of the panel and to extend the term of office to 30 June 2023
	Stephen Barker	Tarmac	Construction	N/A	To nominate to the panel for a term of office to 30 June 2023 (with a further 3 year option)

Private Sector representatives on advisory panels (as at June 2020):

Panel	Private Sector Representative	Organisation	Sector	Current term of Office	Recommendation
86 Employment and Skills Panel	Rashik Parmar (Chair)	IBM Academy of Technology	Digital	30 April 2022	
	Martin Booth	Witt Group Uk	Manufacturing	31 December 2023	
	Glynn Robinson	BJSS	Digital	31 December 2020	
	Simon Barratt	Barog Games Lab	Digital	31 December 2020	
	Mark Cowgill	Exa Networks	Digital	30 April 2023 (with a further 3 year option)	
	Orlagh Hunt	Yorkshire Building Society	Financial services	30 April 2023 (with a further 3 year option)	
	Richard Mason	Burberry	Manufacturing & retail	30 April 2023 (with a further 3 year option)	
	Liz Needleman	BT	Communications & digital	30 April 2023 (with a further 3 year option)	
	Amanda Stainton	Portakabin Ltd	Manufacturing	31 May 2023	
	Claire Paxman	Paxman Coolers Ltd	Manufacturing	N/A	To nominate to the panel for a term of office to 30 June 2023 (with a further 3 year option)

Private Sector representatives on advisory panels (as at June 2020):

Panel	Private Sector Representative	Organisation	Sector	Current term of Office	Recommendation
87 Green Economy Panel	Simon Pringle (Chair)	Project Rome	Commercial strategy/innovation	30 April 2023	
	Bill Firth	emr group	Infrastructure/energy	31 December 2020	
	Natasha Luther-Jones	DLA Piper	Legal	31 December 2020	
	Alice Owen	University of Leeds	Higher Education	31 December 2020	
	Richard Goodfellow	Addleshaw Goddard	Legal	30 April 2023 (with a further 3 year option)	
	Ben Tongue	NHS Digital	Health/Digital	30 April 2023 (with a further 3 year option)	
	Leah Stuart	Civic Engineers	Engineering	30 April 2023 (with a further 3 year option)	
Inclusive Growth and Public Policy Panel	Kate Hainsworth	Leeds Community Foundation	Third Sector	30 April 2023 (with a further 3 year option)	
	Claire Harrison	Care Quality Commission	Digital / Health & Social Care	30 April 2023 (with a further 3 year option)	
	Sam Keighley	Yorkshire Sport Foundation	Culture	30 April 2023 (with a further 3 year option)	

Private Sector representatives on advisory panels (as at June 2020):

Panel	Private Sector Representative	Organisation	Sector	Current term of Office	Recommendation
Inclusive Growth and Public Policy Panel	Karl Oxford	African & Caribbean Business Ventures Ltd	Third Sector	30 April 2023 (with a further 3 year option)	
Place Panel	Andrew Latchmore	Shulmans	Legal/ Professional services	14 December 2023	
	Amir Hussain	Yeme Architects	Creative	14 December 2020	To endorse his membership of the panel and to extend the term of office to 30 June 2023
Business Investment Panel ∞ ∞	Simon Wright	Yorkshire Bank	Financial Services	31 December 2020	
	Michael Allen	NatWest	Financial Services	3 January 2021	
	Jonathan King	Medusa Holdings Ltd	Manufacturing	3 January 2021	
	Marcus Mills	Principle Global	Digital	3 January 2021	
	Gareth Yates	Ward Hadaway	Professional Services	3 January 2021	
	Colin Glass	WGN	Professional Services	26 September 2021	

Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 10 June 2020

Subject: **Developing a LEP-wide response to tackling the Climate Emergency**

Director(s): Alan Reiss, Director of Policy, Strategy and Communications

Author(s): Jacqui Warren

1. Purpose of this report

- 1.1 To provide the Leeds City Region Enterprise Partnership (LEP) Board with a proposed approach to ensure the LEP and its advisory panels develop responses to tackling the Climate Emergency.

2. Information

- 2.1 The Combined Authority and LEP have declared a climate emergency and strengthened the city region's target to become net zero carbon by 2038, with significant progress by 2030.
- 2.2 Item 6(c) outlines some of the Green Economy Panel (GEP) work to date to tackle the Climate Emergency. However, it is not for one organisation or panel to deliver. We need everyone to play a role. This includes all of the LEP panels.
- 2.3 At the Board's meeting on 16 January it was agreed that a paper outlining suggested work areas that could be considered by all LEP panels return to the Board for consideration. This paper outlines some of the opportunities for the Board to consider. It is not an exhaustive or prioritised list. Nor has the impact of COVID-19 been fully considered as it is still emerging.
- 2.4 This work was underway prior to the outbreak of COVID-19, and the challenge of becoming a net zero carbon city region remains the same. The final impact of COVID-19 on the Leeds City Region will not be known for some time. Although the UK Government are expecting the impact of the virus to be temporary, it is already clear that it will be significant, and is likely to have a lasting impact for both individuals and the economy. This will necessitate a review of our strategies relating to industry, employment and skills, business support, innovation and growth, in order to position the region as strongly as possible for economic recovery.

- 2.5 When considering how to stimulate our economy, and once the pandemic is brought under control, efforts to safeguard economic stability can be supported by a range of green stimulus that will help also protect the environment and tackle the Climate Emergency. They have a strong role to play in boosting jobs and economic growth while also supporting and enabling an inclusive, healthy, clean and resilient transition. Work is being fed into the West Yorkshire Economic Recovery Board on this and includes themes such as capitalising on green behaviours seen during lockdown, accelerating / reprioritising clean physical infrastructure such as domestic energy efficiency programmes and clean energy generation, new training and skills programmes, green business support and avoiding incentivising carbon intensive practices.
- 2.6 Therefore this proposed work below could also start to develop how the LEP and Combined Authority recover in a way that maximises opportunity to do things differently and make sure we see outcomes that also benefit the environment and society.

Proposed LEP Approach

- 2.7 The following sections of this report propose an approach for all LEP Panels to consider.

Phase 1 – All panels review the Emission Reduction Pathways findings

- 2.8 To help the City Region understand how to meet its 2038 target a carbon emission reduction pathway study has been commissioned.
- 2.9 This commission will outline possible decarbonisation pathways for all major sectors within our city region. There is an opportunity for all LEP Panels to help steer and input into the preferred pathway's development. The culmination of this work will result in the development of a preferred pathway to be adopted by the Combined Authority and endorsed by LEP. The Panel Chairs are asked to provide comment and steer on how all Panels would like to receive this information and get involved.

Phase 2 - Develop panel specific actions

- 2.10 Based on the results of the pathways work, there is an opportunity for all panels to develop a series of actions to explore in response to the Climate Emergency. **Appendix 1** summarises the scale of the challenge and possible likely key actions/interventions that will be needed (the exact interventions will be determined through the Emission Reduction Pathways work). This is meant to prompt early discussions only.
- 2.11 The Green Economy Panel have led the development of all climate related work to date, including the development of the City Region's Energy Accelerator, Resource Efficiency Fund and the Energy Strategy and Delivery Plan and Green and Blue Infrastructure Strategy and Delivery Plan. More recently work has commenced with the Place Panel and BIG Panel, and there

is now an opportunity to ensure all panels contribute to tackling the climate emergency.

- 2.12 **Appendix 1**, paragraphs 2.13 – 2.30 below, **Appendix 2** and figure 1 below illustrates some opportunities that each panel may like to consider exploring. This is not an exhaustive list, and is meant to prompt early discussions only. It will be up to each Panel to explore and determine its own appropriate actions.

Green Economy Panel (GEP)

- 2.13 The Green Economy Panel have, on behalf of the LEP, led the development of all climate related work to date and including the development of the City Region's Energy Accelerator, Resource Efficiency Fund and the development of the Energy Strategy and Delivery Plan and Green and Blue Infrastructure Plan. They are steering current plans, including the Emission Reduction Pathways work and a new commission on accelerating energy efficiency across the City Region's housing stock. They will continue to lead the agenda and, building on the results of the Emission Reduction Pathway's results, develop new programmes of action through the City Region's Climate Coalition.
- 2.14 The outputs of the Emission Reduction Pathways work, along with the existing Leeds City Region Energy Strategy and Delivery Plan and Green and Blue Infrastructure Strategy and Delivery Plan, will be incorporated into one Tackling the Climate Emergency Strategy for West Yorkshire (and the Leeds City Region) by the end of the year. The Panel will lead this process and oversee its development and ongoing monitoring.

Transport Committee and Zero Emission Transport Working Group

- 2.15 In 2019 a new working group made up of members of the GEP and West Yorkshire Transport Committee was formed. This was to ensure the transport sector contributes to the net zero regional ambition and improves local air quality. This Group aims to:
- To support the delivery of the ESDP and its carbon dioxide emission reduction ambitions
 - To recommend the actions that will decarbonise the transport sector and improve air quality within the City Region.
 - To work with / influence partners, including regional organisations and government to deliver actions that decarbonise the transport sector.
 - To provide oversight of the delivery of outputs and outcomes of low-carbon / low emission transport related projects being developed by the Combined Authority.
 - To align activity on decarbonising the transport sector with activity to improve air quality in the City Region

This group will oversee the decarbonisation of the transport sector and will provide regular updates to the TC and GEP. They are currently inputting into the development of the emission reduction pathways work and will shortly be reviewing the initial results of this work.

Inclusive Growth and Public Policy Panel (IGPP)

- 2.16 The LEP's commitment to inclusive growth is particularly important as the economy recovers from COVID-19 and transitions to net-zero carbon, as changes in demand for skills, new opportunities and availability of jobs can impact both individuals and communities. Research by the London School of Economics demonstrates the need for this to be an inclusive process, delivering social justice for workers, communities and consumers: this is the agenda of the just transition.
- 2.17 According to IPPR, decarbonisation holds huge opportunities for the north of England. The North has a leading low-carbon goods and services sector - accounting for around a third of all jobs in the sector in England. It has world-renowned universities and leading expertise in technologies such as nuclear power, hydrogen and offshore wind. This is matched by the many historic, geographic and geological advantages that exist in the region. In short, there is substantial potential for the north of England to become the new heartland for a low-carbon energy economy.
- 2.18 Up to 46,000 jobs could be created by 2030 just in the power sector (IPPR). However, such an outcome is not guaranteed. Decarbonising the economy, if managed badly, carries significant risks for the North. As home to the majority of coal and gas power stations in England, the North could suffer approximately 28,000 job losses in the coal, oil and gas industries by 2030, IPPR analysis has shown. This is without considering the other potential job losses in high-carbon energy intensive industries and the wider economic and social implications that the loss of industry can bring about. In the past, industrial change has been poorly managed, including in the north of England, resulting in regional inequalities. But a well-managed 'just transition' could build on the economic strengths of the north of England and deliver a high-skill, high-wage, low-carbon economy of the future. Therefore, there is a range of opportunities for the Panel to consider exploring, and in conjunction with the BIG Panel and ESP.
- 2.19 In addition, climate change and extreme weather cause inequalities in health and wellbeing and, if unchecked, will exacerbate them. This needs consideration when formulating responses. Policy responses to climate change can place additional burdens on people and communities who are already vulnerable. The extent of these burdens is not always obvious. People in communities who are worst affected may be the least likely to speak or to be heard in decisions. Therefore, local authorities, LEPs and their partners in service provision need to take a socially just approach to building more resilient communities. There is therefore a range of opportunities for the Panel to consider exploring. This will be even more important as we recover from COVID-19.

Place Panel (PP)

- 2.20 Decarbonising our communities will require a range of actions, including spatial planning that encourages low / zero carbon living and working, building new homes and retrofitting existing homes so they are energy efficiency, low carbon, cheap to run and healthy.
- 2.21 The role of nature needs to play a greater role in tackling the climate emergency including restoring our peatlands and planting trees which can help store carbon. Currently our peatlands are not acting as stores as they are badly damaged and are actually emitting greenhouse gases. The role of quality green space and access to it is also vitally important for wellbeing and health. This has been seen across the world during the COVID-19 pandemic.
- 2.22 In addition, the impacts of a changing climate and ensuring communities are resilient to current and future changes in climate, including increasing flood resilience across the City Region's towns and cities is needed. Nature based solution, such as upper catchment tree planting, are a very effective example helping to reduce the impacts of flooding as our climate continues to change and can help build resilience for downstream businesses and communities.
- 2.23 Therefore, there is a range of opportunities for the Panel to consider exploring, and in conjunction with other LEP Panels including the GEP and also with the IGPP focussing on ensuring a just transition for communities.

Employment and Skills Panel (ESP)

- 2.24 Decarbonising our economy will result in a range of employment and skills opportunities as new industries and roles emerge. Work around the Energy Strategy and Delivery Plan and the Clean Growth Audit has identified a growing clean growth sector in the City Region, and the Combined Authority has begun to understand the current and future employment and skills opportunities. The Energy Strategy estimated that over 100,000 jobs could be created through taking early action to decarbonise the City Region. However, more work is needed to understand the potential. This is a huge opportunity for the Panel to consider exploring in the context of its current and future Employment and Skills Plan, Skills Commission and other planned work.
- 2.25 There is also a challenge that, as new opportunities emerge and roles change, some jobs and skills will become less relevant to a low-carbon economy. Policies and interventions will need to be developed to manage this transition, to encourage people to reskill and ensure opportunities are available. The role of the ESP aligns closely with that of the IGPP in this respect, providing an opportunity for collaboration on the just transition agenda.

Business Innovation and Growth (BIG) Panel

- 2.26 As seen in **Appendix 1**, we need to decarbonise our industry, buildings, power and transport sectors. Areas where the Panel could have the largest impact would be on helping businesses to decarbonise (including their buildings) whilst remaining productive and competitive. In addition to this they should also look at the impacts of a changing climate and ensure businesses

are resilient to current and future changes in climate, including increasing flood resilience across the City Region's businesses.

2.27 Economic opportunities will arise through tackling the climate emergency. The opportunity for people and business across the country is huge. The low carbon economy could grow 11 per cent per year between 2015 and 2030, four times faster than the projected growth of the economy as a whole and deliver between £60 billion and £170 billion of export sales of goods and services (Clean Growth Strategy 2017). This is spread across a large number of sectors: from low cost, low carbon power generators to more efficient farms; from innovators creating better batteries to the factories putting them in less polluting cars; from builders improving our homes so they are cheaper to run to helping businesses become more productive. More locally, through the work identified in the existing Energy Strategy and Delivery Plan, £11 billion in GVA could be generated. There is a range of opportunities for the Panel to explore. Areas already being discussed include support for energy intensive industries, emerging clean growth sectors, innovation, Trade and Investment and supply chains. Potential changes to the LEPs grant conditions to encourage decarbonisation are also being explored.

2.28 Figure 1 summarises these some options per Panel below.

Areas of action	BIG	ESP	GEP	IGPP	Place
Industrial Business Support	✓				
Clean Growth Sector Support	✓				
Supply Chain Support	✓				
Innovation	✓				
LEP Grant Conditions	✓				
Green Business	✓				
Just Transition	✓	✓	✓	✓	✓
Climate Resilience	✓		✓	✓	✓
Future Career Programmes		✓			
Reskilling Programmes		✓			
Climate related skills evidence base		✓	✓		
Oversight of Tackling the Climate Emergency (TCE) Strategy and Action Plan			✓		
New TCE programmes including Energy Efficiency, new energy generation, Nature, Climate Resilience.			✓		✓
Public Sector Collaborations				✓	
People and Communities				✓	
Zero Carbon Spatial Planning					✓
Zero Carbon Buildings			✓		✓
<i>(Note Transport schemes will be developed through Transport Committee)</i>					

LEP Board

- 2.29 The LEP Board can play a vital role in pulling together a central narrative on how the LEP is playing its role in helping address the Climate Emergency. It could consider asking its Panels to develop clear plans on how they will play their role. In addition, the Board should take overall ownership for these actions (once developed) to ensure they are explored, and subject to capacity and funding, delivered.

Investment Committee and Combined Authority

- 2.30 As critical decision making bodies essential for the LEP achieving its objectives, it is important they play a major role in ensuring that all projects, programmes and policies approved by the Combined Authority and LEP take into consideration the impact our actions have on tackling the climate emergency. As outline in item 17c, work is already underway to strengthen decision making. The Combined Authority is currently procuring consultancy support to develop a strengthened, robust, quantifiable methodology for assessing all new schemes predicted carbon emissions.

Champions

- 2.31 One of the barriers to progressing the climate emergency agenda to date has been the scale and cross-cutting nature of the solutions required. Action is required by all panels and by many programmes, and so although widely appreciated and supported it has not been fully considered strategically across the whole of the LEP agenda. As demonstrated above, there is a key role for each panel to play around this agenda, but also a need for aligned thinking and coordinated action. Therefore, it is recommended that “Climate champions/advocates” are identified for each Panel. They will be responsible for ensuring that tackling the Climate Emergency is fully considered in all decisions and new opportunities are considered and implemented where appropriate and where they can add value to the agenda of that Panel.
- 2.32 It is proposed that these Climate Champions will convene as a group and engage collectively with the GEP to help steer the climate emergency response across the LEP.
- 2.33 In the first instance champions/ advocates may be recruited as volunteers from existing panel members, but if there are gaps then future recruitment of LEP members should factor this in. Each Panel is asked to nominate a champion.

Clean Growth Implications

- 3.1 The work outlined in this report is vital to ensuring that the city region understands how it can tackle the climate emergency. It will create actions for

the LEP to work towards to ensure it plays a vital role in meeting the City Region's net zero carbon target by 2038 whilst maximising a range of economic benefits and promoting clean growth.

4. Financial Implications

- 4.1 Given the scale of tackling the climate emergency there will be significant financial implications for the Combined Authority, LEP and stakeholders/partners. Exploring and securing funding will form a large part of the work the LCR Climate Coalition will have to undertake.
- 4.2 This work will also need to be reviewed and prioritised considering COVID-19 and the economic recovery plans that are being developed.

5. Legal Implications

- 5.1 There are no legal implications directly arising from this report.

6. Staffing Implications

- 6.1 Supporting the LEP's panels to devise appropriate climate emergency responses and action will require support from the Combined Authority. Any actions suggested by the Panels will need to be prioritised against the resource available to work on proposed actions and existing work plans.

7. External Consultees

- 7.1 None

8. Recommendations

- 8.1 That the Board notes the importance of the Emissions Pathways study in determining how the City Region can meet its net zero carbon ambitions by 2038.
- 8.2 The Board provide comment and steer on how all Panels would like to receive information on the Pathways work and get involved.
- 8.3 That the Board endorses all panels playing a significant role in tackling the Climate Emergency and asks they consider the contents of this report and other opportunities and outline, within the next six months, what they will explore / influence.
- 8.4 The Board endorses the creation of Climate champions/advocates for all Panels.

9. Background Documents

- 9.1 None

10. Appendices

- 10.1 Appendix 1 – The scale of Climate Emergency challenge
Appendix 2 – LEP Approach

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Appendix 1 Scale of the Challenge

Power Sector

The power sector relates to all activities that result in the generation of electricity. The Leeds City Region generates 12 percent of the UK's total electricity generation. As a rough estimate, 20% of City Region emissions in 2017 came from businesses, industry and residents using electricity. To deliver the net-zero target a range of partners will need to develop a range of new low/ zero carbon power schemes. This will be predominately wind and solar schemes coupled with energy storage e.g. batteries, and demand-side response e.g. smarter ways of managing electricity. The ESDP identified some interventions that will contribute to the decarbonisation of the power sector. These include 0.3 MtCO₂ savings from solar PV on Park and Ride sites, battery storage and community energy installations. In addition to the increase in low-carbon power a reduction in demand needs to occur to ensure the available resource can be used as efficiently as possible.

The Leeds City Region Energy Accelerator is one mechanism for increasing the number of low-carbon energy projects being developed in the region. It is currently projected to lever in over £122 million of capital investment from just over £3 million of project development support.

Examples of projects already being developed by local authorities that will contribute to the decarbonisation of the power sector include an anaerobic digestion facility being progressed by Kirklees Council and large-scale solar PV funded through the North and West Yorkshire Business Rates Pool.

Buildings – Housing

The buildings sector relates to all activities that generate emissions from the operation of both commercial and domestic buildings. While data is not available for commercial buildings in 2017 the domestic sector contributed 23% of emissions in the City Region.

To decarbonise a home, energy demand needs to be reduced by improving the energy efficiency of the home by maximising loft and cavity wall insulation, installing double / triple glazing and through changes to how energy is used by the occupant. Once demand is reduced, the remaining energy needed in the home will need to come from renewable or low carbon sources i.e. solar panels, heat pumps, district heat network.

An estimated 963,000 homes in the City Region are below an EPC (Energy Performance Certificate) rating of C. It is the Government's ambition to improve the energy efficiency of fuel poor homes to EPC C or better by 2030 (and as many homes as possible to be improved to EPC Band C by 2035). Hence, as a minimum the City Region should be striving to achieve the same performance standards in its homes by between 2030 – 2035.

Achieving an EPC rating of C for all homes in the City Region will require a range of measures as above (2.19) to be installed and is likely to include the use of renewable energy to heat and power our homes. To roll out such as programme by

2030- 2035 would need require an estimated 370 installations every day by 2030. The estimated cost would be £8.95 billion¹. In addition, new homes built today will need to be built to zero-carbon standards with high fabric energy efficiency and with renewable/low/zero carbon energy generation, the same will need to happen for non-domestic buildings.

We recognise funding the required work in the buildings will be difficult, and the Combined Authority has already begun to explore and secure funding from the North East, Yorkshire and Humber Energy Hub to develop new innovative funding models to deliver the scale and pace needed across existing homes.

Examples of projects already being developed by local authorities that will contribute to the decarbonisation of the buildings sector include district heat networks being progressed by Bradford, Calderdale and Leeds Councils and housing retrofit by City of York Council and Leeds City Council.

Transport

The transport sector relates to all activities that generate emissions from transporting goods and people. In 2017 the transport sector contributed 38% of City Region emissions and is currently the highest emitting sector, with 96.6 percent of the sector's emissions coming from road transport.

Emissions from surface transport have stalled in recent years, producing 4-5 million tonnes of CO₂ in the region. Despite the increasing fuel efficiency of new vehicles, the energy saving per mile has been offset by an increase in road traffic. Motor vehicle manufacturers will be expected to reduce the emissions further, producing at least 30-37 percent less by 2030 to meet EU Standards. The Government has set targets for at least 50 percent of new cars to be electric vehicles by 2030, and 40 percent of vans. Emissions from aviation have doubled since 1990, now accounting for 7 percent of the UK carbon budget. To date aviation emissions have not been an area tackled by the Combined Authority/LEP, but they will be included in the emission reduction pathway work to help understand future impacts and policies that may be required to support the decarbonisation of this sector.

The challenge of decarbonisation is considerable with fast, radical reductions required in emissions. With the transport sector, our main challenges lie in the way that people travel to work and for business. Private car and vans make up 70 percent of all travel to work in West Yorkshire and road transport accounts for 96 percent of transport carbon emissions.

Decarbonising transport will require radical action and a major uplift in investment. The scale of the challenge is such that technology alone cannot reach net-zero. Accelerating the introduction of clean technologies will play a part, but realising the full potential of the transport sector to deliver net-zero carbon targets will require ambitious modal shift towards low carbon public transport and active travel (walking and cycling) alongside a major reduction in the use of private cars powered by

¹ Based on national estimates of £9,300 per property

carbon-emitting fossil fuels, reducing the number of vehicle km travelled and moving fleets to zero emission vehicles.

Work has commenced, with consultancy support, to identify pathways to decarbonising transport in the region, with early work identifying assumptions that will shape the approach to modelling different scenarios for the effectiveness and interplay of different technology mixes and policy in driving down carbon emissions. These assumptions suggest the need for significant and early electrification of transport supported by enabling technologies such as energy storage. More significantly the assumptions indicate the need for high levels of demand reduction and modal shift, with potentially 50% reduction in car use and 10% reduction in both van and HGV use, implemented alongside strong land use policies.

Examples of projects already being development by local authorities that will contribute to the decarbonisation of the transport sector include the electric vehicle strategy progressed by Harrogate Council and low-emission taxis across the West Yorkshire local authorities.

Industry

The industrial sector relates to all activities that generate emissions from the manufacturing of goods. This includes the energy and carbon intensive industries that are located within the City Region. In 2017 the industrial (and commercial) sectors contributed 20 percent of City Region emissions.

There are a variety of ways in which industry could decarbonise to meet the zero-carbon ambition. Some of these have been identified in the ESDP e.g. advancing industrial energy efficiency and carbon capture, utilisation and storage (CCUS). A recent report from the Committee on Climate Change (CCC) identifies a host of different interventions relevant to the City Region:

- Electric and hydrogen heaters for low temperature processes e.g. the food and drink industry.
- Solid biomass combustion, hydrogen heaters, electric kilns / furnaces, radio frequency heating and electric plasma gas heaters for high temperature processes e.g. the glass industry.
- Solid biomass, hydrogen and electric boilers, and heat pumps in the creation of steam for industrial processes e.g. the chemicals industry.

CCUS will have a key role to play in decarbonisation, especially in those industries where total decarbonisation will be difficult in the timeframes necessary. Drax Group are part of an ambitious plan to make the Humber the first net-zero carbon industrial cluster in the UK by 2040. We will work closely with Drax Group and the Humber LEP to understand how these plans can extend to and benefit the Leeds City Region.

As with the building sector, energy efficiency will be central to decarbonising SMEs. The City Region already has an established, successful offer to SMEs to improve their energy, water and waste efficiency through the Resource Efficiency Fund (REF). An expanded REF, including a circular economy pilot scheme, will contribute to reducing emissions from business and industry.

An example of a project already being developed by the Combined Authority and local authorities is the Clean Growth Audit, which enables for the first time to identify where our carbon intensive industries in the City Region are.

Land- Use and Agriculture

The land-use and agriculture sector relate to all activities that generate emissions through the active management of land e.g. for food production. The land-use and agriculture sector is a small carbon sink in the City Region, sequestering 0.02 percent of emissions.

The Leeds City Region Green Infrastructure Strategy and Delivery Plan provides a good indication of the measures that will decarbonise this sector e.g. peat restoration, tree planting. The CCC provide an understanding of the types of measures needed to decarbonise this sector, including:

- Encouraging land managers to use nitrogen efficiently e.g. through precision farming, use of organic residues, increasing legume crops.
- Increasing woodland coverage
- Agroforestry
- Removal of less-productive trees to allow peatland recovery.

The majority of the local authorities in the City Region are signed up to the White Rose Forest. This commits local authorities to helping to increase tree cover within their respective areas. The tree planting that is initiated through the White Rose Forest will help to decarbonise the land-use and agricultural sector.

Assessment Matrix

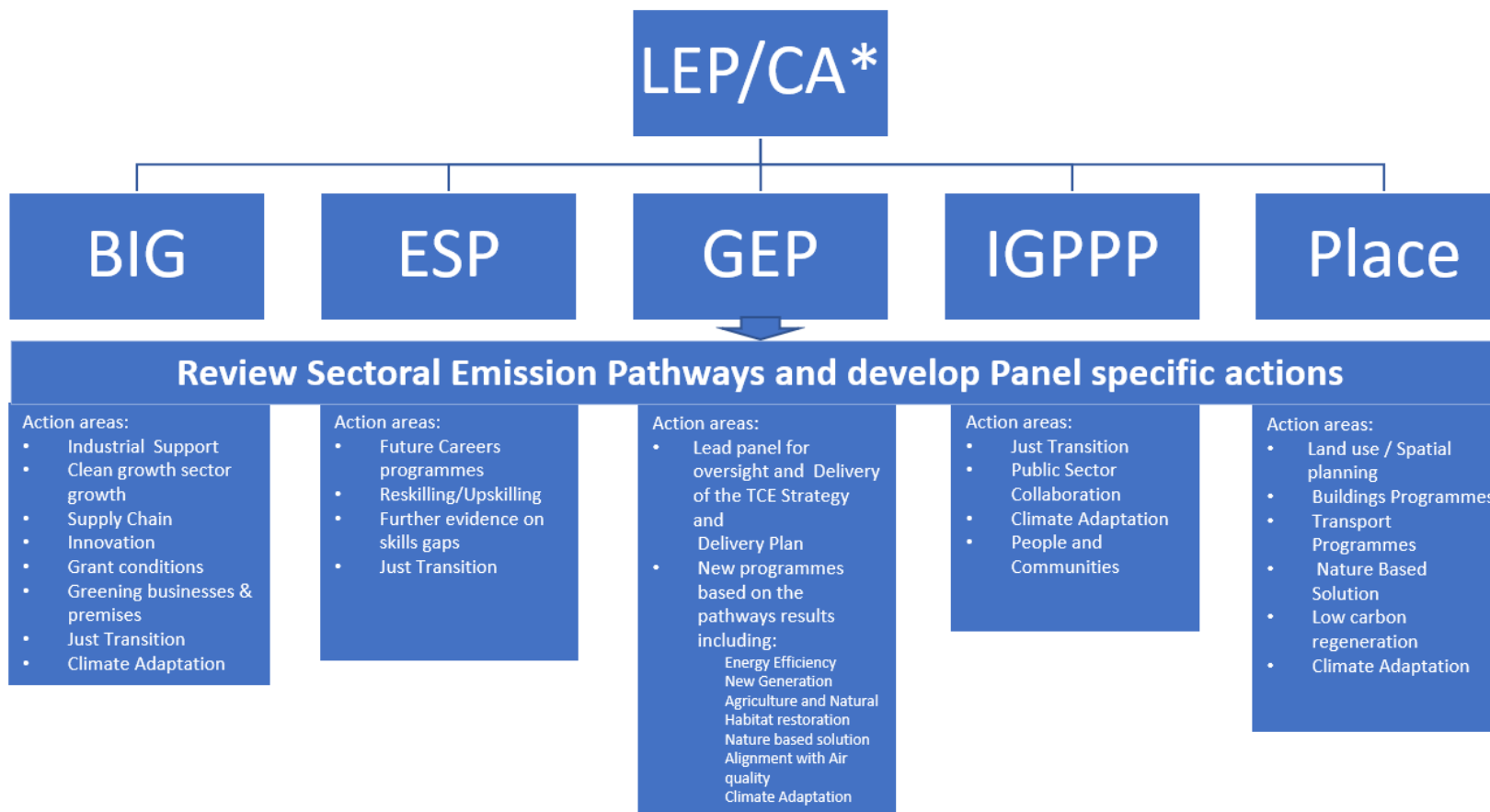
The matrix below illustrates the key sectors of potential interest for the LEP Panels.

Assessment Matrix

Sector	LEP	BIG	ESP	GEP	IGPPP	Place
Power	✓ Oversight	✓	✓ Employment and skills opportunities from all sectors as they decarbonise	✓	✓ Ensure approach is Just for all members of society and businesses	
Buildings		✓				✓
Transport		✓				✓
Industry		✓				
Land Use and Agriculture		✓				✓

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Appendix 2 – Draft LEP approach to tackling the Climate Emergency



* West Yorkshire Combined Authority

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Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 10 June 2020

Subject: **Corporate Performance Report**

Director: Angela Taylor, Director, Corporate Services

Author(s): Louise Porter

1. Purpose of this report

- 1.1 To provide the LEP Board with an update on a range of corporate and governance matters.

2. Information

- 2.1 As previously agreed a corporate performance report is now being submitted to each meeting of the LEP Board, to provide information on budgets, performance management, risk, audit, scrutiny and any other matters that emerge. This is in line with recommended practice as set out in the Strengthened Local Enterprise Partnerships document and in line with the commitments in the Assurance Framework.

Budget Monitoring 2019/20

- 2.2 Draft annual accounts have been produced in line with the agreed timetable and have been published on 5 June 2020. The intention is to have the final accounts approved on 30 July by the Governance and Audit Committee.
- 2.3 The reforecast budget approved in February set out an estimated £0.37 million surplus by the end of the year. This would leave the general reserves forecast to be approximately £7 million as at the end of the financial year. At the time the budget was approved it was expected that this level of general reserves would be required to help manage emerging pressures including Brexit, work on bus options following the announcement of the proposed sale of First Group's bus operations and 'cliff edge' funding for a range of projects and some of the initial costs of transitioning to a mayoral combined authority. The COVID-19 pandemic is impacting on the revenue and capital budgets in 2020/21 and work is underway to consider whether an element of the general reserves will be needed to meet some of the funding gap. The draft accounts show actions taken in year have helped to increase the year end reserves.

2019/20 Corporate Plan and LEP Annual Delivery Plan

- 2.4 In line with the requirements of the Strengthened Local Enterprise Partnerships agenda, the first LEP Annual Delivery Plan was published in May 2019. This Delivery Plan sets out the detailed proposals and targets for the LEP in 2019/20 financial year.
- 2.5 The LEP Annual Delivery Plan has been designed as a standalone document, but also forms an integral part of the organisation's overarching Corporate Plan, which sets out the priorities for the Combined Authority and the LEP as a whole. The wider Corporate Plan is structured around four overarching corporate priorities of Boosting productivity, delivering 21st Century transport, enabling inclusive growth and supporting clean growth.
- 2.6 In order to measure the organisation's specific contribution to meeting these four corporate objectives, a set of key performance indicators have been developed and are routinely monitored. A summary of progress against these indicators for the 2019/20 year is provided in **Appendix 1** as part of the wider corporate performance snapshot. This does not yet provide a full year end picture due to the time lag associated with collection of some year-end data.
- 2.7 The analysis of performance against objectives to date reflects a positive position overall. Most of the indicators are assessed as green, indicating objectives supporting the strategic aims and themes for the region are on track to being achieved.

2020/21 Corporate Plan and LEP Annual Delivery Plan

- 2.8 The Combined Authority approved the 2020/21 budget and accompanying business plans for the organisation at their meeting of 6 February 2020. This sets out the detailed objectives to be delivered by the Combined Authority and the LEP over the next financial year.
- 2.9 The detailed business plans have been used as a basis for compiling the LEP Annual Delivery Plan for the 2020/21 financial year, alongside an Annual Review document which provides an overview of performance against the previous year's delivery plan. This draft combined document was considered at the April meeting of the LEP Board.
- 2.10 There is a requirement to produce an annual LEP financial statement and these figures will be used to complete the LEP Annual Delivery Plan. Draft annual accounts have been published pre-audit. The pre-audit LEP financial statement is attached as **Appendix 2** for consideration and will be finalised at the conclusion of the audit.
- 2.11 Following the feedback provided by Members of the LEP Board at their April meeting work has been undertaken to finalise the LEP Annual Delivery Plan and Review document. This is now in the final design stages and as previously agreed the final approval for the document will be provided by the Chair of the LEP Board and the Managing Director.

Corporate Risk Update

- 2.12 In line with the provisions of the corporate risk management strategy, regular review of the key strategic risks affecting the organisation continues to be undertaken and the corporate risk register updated accordingly.
- 2.13 A summary of the headline strategic risks is included at **Appendix 1** to this report. The key change since the last reporting period is the inclusion of three overarching corporate risks concerning the impacts of the COVID-19 pandemic. These relate to the financial impacts of the pandemic, the ongoing ability to deliver as intended against key corporate objectives and the delivery of frontline and business as usual services.
- 2.14 These overarching risks are supplemented by detailed operational risks which are being managed through the Combined Authority's Gold command incident response structure, which is coordinating the response to, and recovery from, the COVID-19 pandemic.

Internal Audit

- 2.15 The internal audit plan as approved by the Governance and Audit Committee of the Combined Authority covers the activities of the whole organisation. No further audit assignments specifically on LEP activities have been completed since the last meeting. The draft 2020/21 Audit Plan was considered and approved by the Governance and Audit Committee meeting of 12 May 2020. The agreed plan is at **Appendix 3**.
- 2.16 The plan will be subject to ongoing review, overseen by the Governance and Audit Committee, throughout the year. This will particularly take account of changes required due to the current COVID-19 crisis and the work being undertaken on moving to a Mayoral Combined Authority following the announcement of the devolution deal.

Overview and Scrutiny Committee

- 2.17 The Overview and Scrutiny Committee has not met formally since the last meeting of this Board. It held an informal workshop on 22 May to consider how it would engage with the devolution work and in particular how it could inform the scrutiny function in the new mayoral combined authority.

3. Clean Growth Implications

- 3.1 The need to meet clean growth objectives is recognised in the risk register.

4. Financial Implications

- 4.1 As set out in the report.

5. Legal Implications

5.1 None arising directly from this report.

6. Staffing Implications

6.1 None arising directly from this report.

7. External Consultees

7.1 None.

8. Recommendations

8.1 That the LEP Board consider the corporate performance information provided, including the draft LEP financial statement.

9. Background Documents

9.1 None.

10. Appendices

Appendix 1 – Corporate performance update (KPI & risk) 2019/20

Appendix 2 – Draft LEP financial statement 2019/20

Appendix 3 – Internal audit plan 2020/21

Combined Authority risk appetite levels

	Low ↔ High Appetite					
	1	2	3	4	5	
Legal Compliance and Regulation	1					This is something for which the Combined Authority has no appetite for and expects minimal exposure to risk. Where it relates to a service which must be provided, significant controls must be in place.
Safety and Security	1					
Finance and Resources		2				There is a preference for what are deemed to be 'safe' options where there is a reduced degree of risk. Good controls are expected to be in place where risk remains.
Reputational		2				
Environmental		2				
Service Delivery and Operational			3			The Combined Authority accepts a level of risk may remain in the delivery of services in pursuit of our corporate priorities. The chosen option must present a healthy level of reward in relation to the risk faced.
Transformational Change				4		This is an area in which the Combined Authority has an increased appetite for risk. More uncertainty can be tolerated in seeking opportunities for improvement, commercialisation or innovation.
Development and Regeneration				4		

Corporate risk summary

			Probability	Impact	Mitigation summary
Very high 	CRR - SD1	There is a risk that we fail to fully deliver projects and programmes (i.e. Growth Deal) within timescales or budget, or with the anticipated level of benefits, due to over-optimistic profiles, capacity within District partners and recruitment and retention challenges.	Possible 3	Critical 5	<ul style="list-style-type: none"> • Significant monitoring and controls in place through PMO • Continuing support through 'District Pool' project resource • Call for projects to ensure healthy pipeline of projects/ programmes • Ongoing Review of WY+TF portfolio with Chief Highways Officers
	CRR - SD2	There is a risk that there are challenges and disruption to the way in which the Combined Authority provides services and the resources available to deliver those, due to uncertainty surrounding the UK's future relationship with the EU.	Possible 3	Critical 5	<ul style="list-style-type: none"> • Brexit working group in place with Director representation and links to West Yorkshire Resilience Forum • Ongoing liaison with Bus Operators for reassurance on preparation for fuel or labour shortages • Communications and media campaign has increased to focus on effective signposting and support • Monitoring of legislative developments • Additional grant funding available to support local businesses • Secured additional resources, and refocussed existing ones, to support more businesses to prepare for Brexit and to gain a better understanding of impacts/opportunities on the economy. • Identifying any projects which may be vulnerable to shortages in skilled labour or supply chain disruption
	CRR - SD5	There is a risk that there will be a major impact on achievement of organisational objectives and/or a need to reconsider objectives and divert resources, due to a major unanticipated change in national policy (Brexit; major change in govt policy).	Possible 3	Critical 5	<ul style="list-style-type: none"> • Continued dialogue with Government • Policy and Strategy directorate continuing to monitor emerging national trends • Continued work with local LEPs and Combined Authorities
	CRR - SD6	There is a risk that key corporate objectives cannot be met due to the long term impacts of the COVID-19 pandemic on the regional economy and on travel habits.	Possible 3	Critical 5	<ul style="list-style-type: none"> • Research and Intelligence team modelling potential impacts and long term scenarios • Working closely with partners and representative groups to identify possible long term impacts and develop joint responses • Updating business plans to identify key areas for re-prioritisation
	CRR - FR3	There is a risk that the medium to long term financial health of the Combined Authority will be adversely affected due to the financial impacts of the COVID-19 pandemic	Possible 3	Critical 5	<ul style="list-style-type: none"> • Financial scenario undertaken and being continually updated • Continued liaison with Government to understand funding opportunities • Budget Working Group meeting to oversee response

			Probability	Impact	Mitigation summary
	CRR-DR1	There is a risk that a major contractor/supplier/recipient of Combined Authority funding encounters significant financial difficulties, or enters administration or liquidation, and are therefore unable to deliver agreed projects, due to current uncertainties within the construction industry.	Possible 3	Serious 4	<ul style="list-style-type: none"> Contractual KPIs & penalty clauses Agreed escalation routes in contracts Ability to de-scope via change requests with partner buy-in Embed security measures into as many contracts as possible e.g. bond, legal charge, priority in lending hierarchy Regular financial checks in place through Procurement & contract/loan monitoring External consultants procured to advise on future investment strategy/due diligence processes for more commercial deals
	CRR-FR2	There is a risk that there is insufficient floorspace to generate projected business rates income, due to challenges in bringing forward Enterprise Zone sites within Growth Deal funding and occupier incentive timescales.	Possible 3	Serious 4	<ul style="list-style-type: none"> Progress policy gap workstreams in parallel with Delivery Progress detailed due diligence & potential funding/overage agreement negotiations Identify other potential land/property income streams for GD monies
	CRR-SS1	There is a risk that a major accident or injury occurs at a Combined Authority facility, due to the high volume of people and inherent operational risks present in a bus station, transport interchange or Combined Authority facility.	Unlikely 2	Critical 5	<ul style="list-style-type: none"> Health and safety policies, procedures and processes in place Staff training Ongoing review of Health and Safety risks Working with district emergency planning units to share knowledge and develop joint plans Continued working with police on preventative measures Business Continuity and Disaster Management workshops taking place at corporate level
	CRR-DR2	There is a risk that significant travel disruption arises from the implementation of major transport investment programmes, due to their intrusive nature, and a lack of effective communication or co-ordination.	Possible 3	Serious 4	<ul style="list-style-type: none"> Close working with programme sponsors on phasing out of construction Mitigating travel arrangements Creation of a 'travel demand management plan' to inform and influence travel behaviours Economic analysis taking place to further assess current situations and potential future risks
	CRR-SD3	There is a risk that there is a substantial reduction or alternation of services to customers, due to the business failure, sale, or substantial change in bus/rail providers.	Possible 3	Serious 4	<ul style="list-style-type: none"> Close relationships with operators to obtain early warnings Dialogue with DFT, TFN Work commissioned and in progress to consider future bus options
	CRR-SD7	There is a risk that frontline services and business as usual activities cannot be adequately provided due to staffing	Possible 3	Serious 4	<ul style="list-style-type: none"> Staffing levels being monitored and individual circumstances being regularly reviewed Additional staff trained and redeployed into frontline positions Productivity being actively monitored

		availability issues as a result of the Covid pandemic			
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West Yorkshire Combined Authority Corporate Plan 2019/20: Results for April 2019 - March 2020			
Corporate Plan Commitment (We will)	Target	Apr 2019 - March 2020 YTTD results	Notes
Corporate Plan Key Performance Indicators			
Invest in services and projects worth £388 million to benefit local people and the economy	£398,000,000	Forecast: £289.1m	The underspend against our 2019/20 gross expenditure budget arose from the slower progress, than originally anticipated, in our investment programmes for transport infrastructure. This became evident during the year and led to a full review of the programme with our partner councils and resulted in a rehousing of transport projects from 2020/21 onwards
Support 3,000+ businesses	3000+	3301	
Invest £105 million of Growth Deal funding in major infrastructure schemes	£105,000,000	Forecast: £81.56m	Forecast spend for the year is now £81.56m, whilst this is below target for the year, funding will not be lost. Mitigating actions have been introduced to ensure spend in 2020/2021.
Enable 20 million passenger journeys per year	20,000,000		On track to deliver 15% of all social necessary journeys, which last year equated to 20 million passenger journeys. Awaiting YTD figures up to early March 2020, prior to Government lockdown response to COVID19.
Support 18,000 disadvantaged students	18,000	18,606	Final target achieved. Although this figure has been impacted with schools and colleges closing. The number of cancelled sessions would have added an additional 1000+.
Complete projects to warm 750 homes and make them more energy efficient	750	1041	Projects are continuing to progress well, with the majority of properties improved funded through Warm Homes or Energy Company Obligation.
Boosting productivity			
Support businesses in the City Region through the Brexit process and help them to manage the opportunities and challenges it may present	Ongoing throughout 2019/20		Action plan in place and some new/adapted products and services have been developed, including the recruitment of additional Growth Managers to engage with SME business base into 2020/2021
Support 3,025 businesses in our region to grow and become more productive (with 1,035 receiving intensive support)	3025 (1,035)	3301 (1393)	
Develop 5 new business support programmes to respond to the changing economy and business needs, including a scheme to support 60 firms to secure new investment	5	5	Three programmes in delivery focussed on business resilience, investment readiness and resource efficiency, with funding confirmed for two others focussed on innovation and strategic business planning.
Help 350 businesses to increase their overseas export activity	350	266	Given that there have been some significant international events this year that have impacted on our international activities, particularly the uncertainty caused by UKs exit from the EU and the protests in Hong Kong, it is not surprising that the figures for this KPI are slightly lower than expected. That said, the number of referrals made to other agencies including DIT, which are captured as part of this KPI are broadly in line with last year. We have not however seen the uplift that we had anticipated.
Maximise the opportunities created by Channel 4's HQ relocation by securing additional investment in the creative and digital sectors	Ongoing throughout 2019/20		We won the CIPR regional award for 'Outstanding contribution to the region' for the Be the spark Channel 4 campaign. #Grow created to support digital businesses with an existing presence in the Leeds City Region who are growing and creating new jobs, was launched at Halifax Digital Festival in September. This compliments the existing #Welcome, which supports digital businesses moving into the City Region. 19 campaigns met or exceeded their targets and objectives, but particular note should be given to the Transforming lives with Tech campaigns
Attract global investors to the region creating 1,700 jobs	1,700	1237	Reduction in project successes. FDI levels into the UK are 14% lower and business investment decisions are down due to broad uncertainty (There are less category A project enquiries)
Continue to deliver development projects for our Enterprise Zones	Ongoing throughout 2019/20	Ongoing	Works continue on site at Gain Lane, some small delays initially due to poor weather in early 2020, and now COVID19 supply chain issues. Works have started at South Kirkby (2.3.20) and an independent Monitoring Surveyor has been appointed to provide independent assessment of progress and claims submitted against eligible works. The CA are finalising heads of terms to acquire the freehold interest of the EZ in Langthwaite. This will allow for the public sector to take control of this site to ensure early de-risking and enabling works can be delivered directly with the available growth deal funding. Following the approval of further development funding at OBC, & working in partnership with Bradford Council, the CA have appointed a contractor to work alongside the public sector to deliver enabling works and a new highway/access point at Pary Lane EZ. Detailed designs and cost plans are being developed, an FBC+ is due to be submitted in July 2020 with (subject to approvals) works on site due to commence in summer 2020.
Enabling inclusive growth			
Embed inclusive growth principles in our business support programmes, including ensuring 75 per cent of jobs created in businesses receiving grants through our capital grants programme pay the Real Living Wage or above	75%	76%	
Develop an Inclusive Growth Strategic Framework for the City Region	By the end of 2019/20		Local Industrial Strategy (LIS) evidence-building, position development and consultation/engagement is complete. The draft has been revisited to reflect the confirmed geography and will also include commitments made as part of the devolution deal. Submission was originally delayed following delays in confirming geography, and EU Exit and Devolution impacting ability to engage with government on planned timescales. Submission now planned for summer 2020, but likely to be delayed again as government reviews economic strategy in the light of COVID19. SEF in development and will reflect devolution priorities, in tandem with LIS.
Deliver an enhanced model of employability, enterprise and careers education to disadvantaged young people	18,000	18,606	
Enable 1,000 businesses to engage with education and skills initiatives, with 800 supported to offer apprenticeships	1,000	1,350 (467)	The total business engagement annual target has been achieved. Four final AGE grants were awarded this month; the programme is now closed. The current flux in apprenticeship policy continues to make an impact in Q4 and Covid19 will have additional implications over the coming months and therefore impact on achievement of this KPI.
Connect 5,277 homes and businesses in our City Region to super-fast broadband	5,277	5623	The project achieved its contractual end of Q4 2019/20 target of premises having access to superfast broadband (>30Mbps download), and it is on target for Q1 2020/21 despite impact of COVID19.
Provide accessible transport services for 5,000 people with personalised transport needs	5000 active passengers	4865 active passengers	Figures up to early March 2020, prior to Government lockdown response to COVID19 before vehicles were re-purposed to support COVID19 impact
Enable 40,000 young people to travel from home to school by coordinating services on behalf of our partner councils, with an investment of £3 million a year	40,000		Early indications show we are on track to achieve the targeted number of pupils and young people, up to early March 2020 prior to Government lockdown response to COVID19
Delivering 21st Century transport			
Invest £80 million from our Growth Deal in improvements to bus, road and rail travel	£60,000,000	Forecast: £45.66m	The forecast for the year is now £45.66m. Spend and forecast are low for the year but mitigating action is being taken to ensure improved spend in 2020/2021.
Continue developing the bus alliance with operators to deliver better and affordable services for passengers	100%	100%	Through the Bus Alliance we are delivering 'a Fare Deal for young people', a shared ticketing agreement for customers to use any operator regardless of ticket during times of adverse conditions, cleaner buses whereby almost 500 buses will have been converted to Euro VI, a customer charter to set common standards for customers across each operator, service standards for the core bus network across West Yorkshire and enabling Daysaver products to be purchased on the MCard app.
Develop plans to build new railway stations at Elland, Leeds Bradford Airport, White Rose and Thorpe Park, working closely with our partners and local communities	100%	Ongoing	The Outline Business Cases for Elland, White Rose and Leeds Bradford Airport Link have been approved by the Combined Authority and work is underway to progress the full business cases for each station. There have been continued delays with the 4th Outline Business Case for Thorpe Park due to design interfaces with Trans-Pennine Route Upgrade. The Planning application for White Rose was submitted in late 2019 with a determination date in March 2020.
Complete major new road schemes to reduce congestion on key commuter routes, including the Glasshoughton Southern Link Road and York Outer Ring Road	100%	Ongoing	Progress has been made by our Partners to deliver major new road schemes. The Glasshoughton Southern Link Road is due to be completed by Spring 2020. The East Leeds Orbital Road has completed Phase 1 and Phase 2 (design works) and the main work package, ELOR Phase 3, has been formally awarded. Phase 1 of the York Outer Ring Road completed in early 2019. There will be delays for future phases of the YORR scheme due to the need to deliver in tandem with the DfT funded dualing scheme.
Continue to influence regional and national transport investment programmes, attracting more investment to our region	Ongoing throughout 2019/20		Examples of successful bids include from the Highways Maintenance Challenge Fund, Access for All and £317m from Transforming Cities Fund.
Continue to develop our transport services by increasing digital payment options and information displays, to make services easier and more convenient for people to use	Ongoing throughout 2019/20		Subject to delays resulting from the COVID19 pandemic, a new MCard smart phone app will be available for use by September 2020. This will help to accelerate the move away from cash, will reduce bus stop dwell times and will allow people to purchase MCard products without the need to obtain a smart card.
Increase sales of MCard by 5 per cent, resulting in over £34 million worth of MCards being purchased over the year	£34,000,000	£31,560,652	The MCard product range continues to retain market share as a premium travel product. However, with the impact of Covid-19, the target levels of sales have not been achieved in 2019/20.
Supporting clean growth			
Enable 750 households to be warmer, save money and become more energy efficient through our Better Homes Yorkshire programme	750	1041	
Continue the delivery of seven flood prevention schemes to reduce the risk of flooding and protect communities and businesses supported by our Growth Deal	7	7	7 schemes are either complete or in delivery, one further scheme has been awarded funding for development costs, and a further scheme is expected to come forward during 2020/21
Provide sustainable travel advice to businesses, recruiting an additional 96 employer members to our Travel Plan Network	96	76	Due to resource issues in the team, this target was not achieved by 31 March 2020. However, recruitment is underway so it is expected that more businesses will be supported in 2021 when the team is back to full capacity.
Support a further 88 businesses to save money on their energy bills and use less water and waste through resource efficiency funding and advice	88	67	Delay to the commencement of the Resource Efficient Business Programme (REBz) has caused this target to not be achieved. However, there is a waiting list of businesses to complete an energy assessment and these commenced in April 2020. Further delays may be caused by the impact of COVID19.
Contribute to cleaner air by installing 88 ultra-low emission vehicle (ULEV) charging points for taxis with a goal of making 5.1 per cent of our region's taxis ULEV by 2020	88 ULEV charging points for taxis and making 5.1 per cent of our region's taxis ULEV by 2020	30 installations	30 sites are now live for the public, and a further 15 are awaiting power connections. Site work has stopped since the COVID19 restrictions commenced, but design and approvals work is continuing. OLEV has accepted that it is not possible to set a new funding deadline until the restrictions have been lifted.
Set out how we will work with our partners to achieve ambitious carbon reduction targets for the Leeds City Region, to become a net zero carbon city region by 2038 at the latest, with significant progress by 2030	Ongoing throughout 2019/20		The main strategy is to deliver the new net zero carbon target is the City Region's Energy Strategy and Delivery Plan. Of the 39 projects within the Delivery Plan, 20 are underway or completed, 13 are stalled and 6 are pending. Delivered work this year include: Science-based targets established in Q1, followed by extensive stakeholder engagement culminating in a series of sector workshops, the creation of the Climate Coalition and the setting of the target in early-July. Our corporate clean growth policy and action plan were endorsed by the CA in October. Held sessions with local authority partners to agree a series of collaborative climate emergency projects (and secured £100k to support this work). Commissioned a comprehensive emission reduction pathway study to support the work of the existing Energy Strategy (ES) and to determine how to meet the new net zero carbon 2030 and 2038 targets. This work is currently ongoing and expected to be completed by July 2020. Secured funding to commission a carbon impacts study to strengthen the Combined Authority's decision making in light of the climate emergency. Secured £6m to create REBz that will support SMEs identify and implement cost effective improvements in energy and resource efficiency. Set out our regional ambitions at the Northern Powerhouse's Energy and Clean Growth Conference (exhibitions and talks). Commissioned work to explore how we accelerate the roll out of energy efficiency programmes, building on the Better Homes Yorkshire programme. The Energy Accelerator is providing a range of project development support to 14 low carbon projects. A range of projects continue to be delivered through the Travel Plan Network and City Connect.
Begin detailed feasibility work on 10 projects within the new Energy Strategy and Delivery Plan that will enable us to meet our region's energy needs and generate clean, low carbon energy	10		Science-based targets established in Q1, followed by extensive stakeholder engagement culminating in a series of sector workshops, the creation of the Climate Coalition and the setting of the target in early-July. Our corporate clean growth policy and action plan were endorsed by the CA in October. Held sessions with local authority partners to agree a series of collaborative climate emergency projects (and secured £100k to support this work). Commissioned a comprehensive emission reduction pathway study to support the work of the existing Energy Strategy and to determine how to meet the new net zero carbon 2030 and 2038 targets. Secured funding to commission a carbon impacts study to strengthen the combined Authorities decision making in light of the climate emergency. Secured £6m to create REBz that will support SMEs identify and implement cost effective improvements in energy and resource efficiency. Set out our regional ambitions at the Northern Powerhouse's Energy and Clean Growth Conference (exhibitions and talks). The Energy Accelerator is working with 15 low carbon projects that will result in approx. 25000 tCO2 saved annually. Developing a domestic energy efficiency scaling up study. Better Homes Yorkshire has delivered energy efficiency improvements in over 1000 homes in 19/20.

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Financial Statement for Leeds City Region Enterprise Partnership 2019/20 – (Unaudited)

The Leeds City Region Enterprise Partnership (LEP) was launched to create the conditions for our region to be recognised globally as a strong, successful economy where everyone can build great businesses, careers, and lives.

The LEP manages a number of programmes that are delivered across the city region geography, including our Leeds City Region Growth Deal-funded projects, business support and efforts to boost trade and inward investment. The LEP also works in close partnership with our neighbouring local enterprise partnerships and our partner councils in Barnsley, Craven, Harrogate, Selby and York to ensure our work has the greatest possible benefits for the economy and the economic area known as Leeds City Region.

The LEP receives funds from the Government which have been made solely available to LEPs to address priorities identified in the Strategic Economic Plan. Once this funding has been secured it is contracted to a wide range of delivery partners including local authorities, universities, colleges, and private training partners to deliver projects that address the economic needs of the Leeds City Region area.

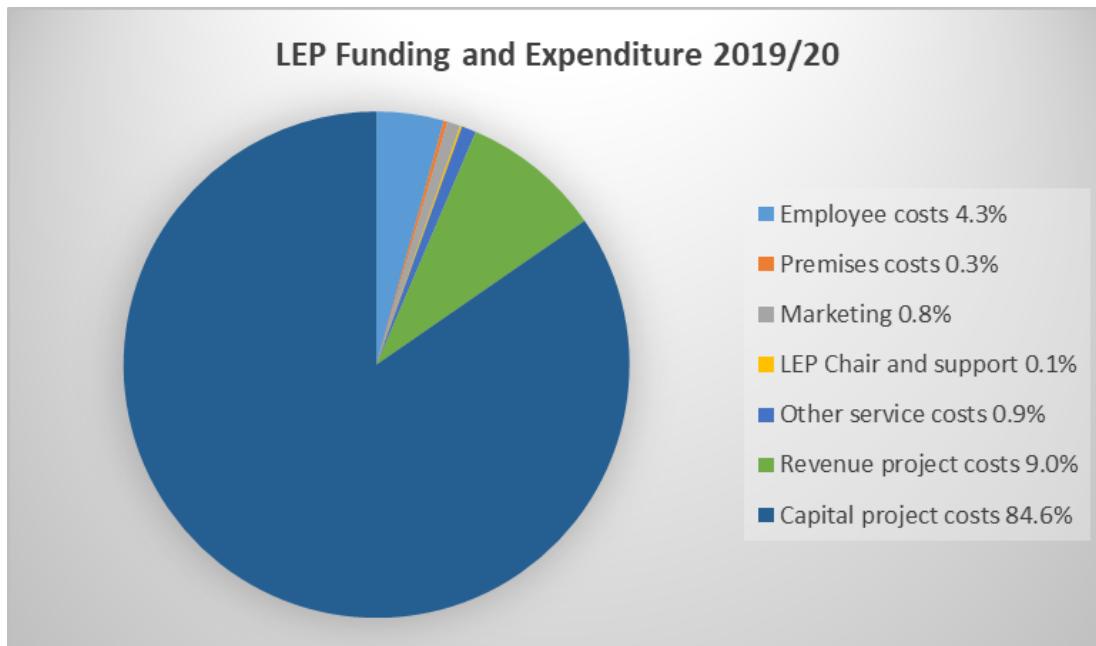
The Leeds City Region Enterprise Partnership is an unincorporated partnership. West Yorkshire Combined Authority acts as the Accountable Body for the partnership. This means that the Combined Authority receives funds and makes payments on behalf of the LEP, oversees contract management with suppliers and ensures the Partnership has sufficient cash flow. Officers support both the LEP and the Combined Authority in achieving their objectives and this close joint working enables greater efficiencies and effectiveness in delivering the priorities for the region.

During 2019/20 the LEP continued to support projects including the Growth Deal and deliver the Growth Hub. Details of the funding and expenditure allocated to the different projects can be found below.

Funding and Expenditure Statement for 2019/20

2018/19		2019/20
£000	Expenditure	£000
3,143	Employee costs	3,557
207	Premises costs	209
603	Marketing	689
108	LEP Chair and support	112
622	Other service costs	769
5,433	Revenue project costs	7,435
80,027	Capital project costs	70,280
90,143	Total Expenditure	83,051
Income		
(81,427)	Government grants and contributions	(71,730)
(706)	Interest and investment income	(653)
(1,761)	Enterprise Zone Receipts	(2,381)
(5,267)	Other service income	(7,221)
(89,161)	Total Income	(81,984)
982	(Surplus)/Deficit	1,067
(982)	Funded by the Combined Authority	(1,067)

The income stream from business rates received from the Enterprise Zones is intended to support the activities of the LEP. A capital programme is underway to invest in the remediation of the sites and this will assist in unlocking the sites to enable new business to invest.



Revenue Expenditure

The revenue expenditure for the LEP in 2019/20 was £12,771k. The following income streams have been received/applied to support the expenditure in year:

- Core Grant from the Government of £500k
- Growth Hub Grant from the Government of £512k
- Application of £436k in specific grants
- £653k of interest receipts earned
- £734k of contribution from the Leeds City Region partners
- £8,868k of other external funding and contributions
- £1,067k from the Combined Authority's resources.

Capital Projects Expenditure

Capital Grant of £74,672k was made to the LEP to deliver the Growth Deal in 2019/20. A further £635k EU capital grants were carried forward from 2018/19 to be applied in year. Of the total £70,280k capital spend, £44,390k was invested in Transport interventions, and £25,890k was spent on Economic regeneration projects.

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Internal Audit Plan 2020/21

March 2020

2020/21 Internal Audit Plan

Background

The provenance of the proposed audits has come from a number of sources identified below. A clear and current audit universe for the Combined Authority is being developed to inform both this year's planning, and to ensure that there is sufficient background intelligence to inform future planning. There are clearly a number of commitments that have been made in various applications and documents in the past, and it is vital that Internal Audit understand what and where these commitments have been given.

Sufficient internal audit work needs to be undertaken to enable the Head of Internal Audit to provide an annual audit opinion in line with the Public Sector Internal Audit Standards (PSIAS). However, reliance also needs to be built up on the management assurances in place across the Combined Authority, in order to ensure that there is enough breadth to the assurances across the organisation's controls and governance, covering the widest possible range of priorities and deliverables. It is essential that high level management assurances (usually via Director level assurance statements) are built into the annual governance reporting, to enable a complete picture of how robustly these controls are being applied.

Audit Planning Considerations

External

As part of this planning process Internal Audit have been considering the wider external risk horizon, and have had particular regard to a report by the Chartered Institute of Internal Auditors (CIIA), Risk in Focus 2020. This work highlights the key business risks as identified by Chief Audit Executives and their Boards across the UK

and Europe for the forthcoming year. The CIIA recommend this as a resource to check against when audit planning. In summary, the following areas constitute the top ten identified risks:

- Cybersecurity and data privacy
- Increasing regulatory burden
- Digitalisation
- Outsourcing, supply chains and third-party risk
- Business resilience, brand value and reputation
- Financial risks
- Political risks
- Human Resources
- Governance, Ethics and Culture
- Climate Change

Internal Audit have also consulted with Heads of Audit across the Local Authorities in the Leeds City Region, and with Combined Authority Heads of Audit in Manchester and Liverpool as to their plans.

Internal

Internally, a review is being undertaken of known commitments, outside of the main statutory commitment to having an internal audit function working to a risk based plan, which include the following:

- Various Economic Services grants in their applications give a commitment to a number of audits and there are ongoing commitments to signing off on grant certifications for the regular grant claims. The Financial Regulations also give significant responsibility to the Chief Finance Officer in relation to grants, some of which is currently supported by Internal Audit (IA).

- Our annual insurance process gives a commitment in the Crime Proposal Form to an established audit cycle for all operations.
- General Data Protection Regulation (GDPR) policy commits to auditing compliance.
- Combined Authority Financial Regulations commits IA to Counter Fraud Work (prevention and detection).
- Combined Authority Financial Regulations commits IA to checking compliance with Contracts Standing Orders and Financial Regulations.
- Combined Authority Financial Regulations commits IA to auditing security of assets.
- Combined Authority Financial Regulations commits IA to auditing the adequacy of financial systems.

Feedback from the Governance and Audit Committee requesting that the following areas be included:

- Strategic planning
- Corporate Governance including connectivity across directorates
- MI systems – individual and corporate
- GDPR and data privacy
- Culture and working together, including at the workforce level
- Financial uncertainty, and the availability of future funding streams
- Cyber security

Feedback from the Senior Leadership Team and Heads of Service requested that the following areas be included:

- Equalities
- Contract management
- Procurement
- Human Resources (HR)

- Devolution
- Brexit
- Skills and property
- Project management
- Construction (Design and Management) (CDM) Regulations
- Adult Education Budget (AEB)
- Quality assurance
- Purchase to Pay
- Cyber
- Complaints handling/ casework
- Safeguarding
- Bus station safety and accessibility

Proposed Internal Audit Plan 2020/21

	Assurance Area	Provenance	Link to Corporate Risks/Priorities
1	Strategic planning	Governance & Audit Committee and External Horizon Scanning (Risk in Focus).	Service Delivery and Operational (CRR-SD5)
2	Corporate Governance (in particular connectivity across directorates)	Governance & Audit Committee and External Horizon Scanning (Risk in Focus).	Service Delivery and Operational (CRR-SD5)
3	Management information systems (MIS) - Corporate	Governance & Audit Committee- to include business continuity/ disaster recovery.	Transformational Change (CRR-TC1)

4	Management information systems (MIS) – HR & Finance	Governance & Audit Committee and Internal Audit work from 2019/20.	Transformational Change (CRR-TC1)
5	GDPR and data privacy	Governance & Audit Committee and External Horizon Scanning (Risk in Focus).	Legal and Compliance risk (CRR-LC1)
6	Culture – working together	Governance & Audit Committee and External Horizon Scanning (Risk in Focus).	Transformational Change (CRR-TC1)
7	Financial – access to future funding streams	Governance & Audit Committee and External Horizon Scanning (Risk in Focus).	Finance and Resources (CRR-FR1)
8	ICT including cyber security (and covering Transport Services technology developments)	Governance & Audit Committee, External Horizon Scanning (Risk in Focus), Senior Leadership Team and Heads of Service meetings.	Safety and Security (CRR-SS2)
9	Digitalisation	Governance & Audit Committee and External Horizon Scanning (Risk in Focus).	Transformational Change (CRR-TC1)
10	Health and safety	Previous external work identified a number of areas of improvement required. Internal Audit (IA) will follow up on this work to gain assurance that sufficient progress has been made.	Safety and Security (CRR-SS1)
11	Climate change	External Horizon Scanning (Risk in Focus).	Environmental (CRR-E1)
12	Risk management	Annual health check to inform the audit opinion and follow up work from 2019/20.	Legal and Compliance (CRR-LC1)
13	HR compliance follow up review	External Horizon Scanning (Risk in Focus) and follow up on IA work from 2019/20.	Legal and Compliance (CRR-LC1)

14	Programme assurance	A rolling programme of reviews to be undertaken to health check that projects and programmes are moving appropriately through the assurance framework process, and how well we are applying our preferred project management methodology.	Service Delivery and Operational (CRR-SD1)
15	Counter fraud work	Investigative work as required, and regular testing to provide assurance on controls.	Legal and Compliance (CRR-LC1)
16	Security of assets	Combined Authority Financial Regulations.	Legal and Compliance (CRR-LC1)
17	Compliance with Contracts Standing Orders & Financial Regulations	Combined Authority Financial Regulations. Initial focus on Purchase to Pay with checks on segregation of duties and possible collusion.	Legal and Compliance (CRR-LC1)
18	Equalities, including bus station safety and accessibility	Senior Leadership Team and Heads of Service meetings.	Legal and Compliance (CRR-LC1)
19	Procurement	Senior Leadership Team and Heads of Service meetings and follow up on IA work from 2019/20.	Legal and Compliance (CRR-LC1)
20	Contract management	Senior Leadership Team and Heads of Service and follow up on IA work from 2019/20.	Legal and Compliance (CRR-LC1) Development and Regeneration (CRR-DR1)
21	HR Strategy implementation	Senior Leadership Team and Heads of Service meetings.	Transformational Change (CRR-TC1)

22	Devolution	Senior Leadership Team and Heads of Service meetings, with an initial focus on Adult Education Budgets (AEB).	Finance and Resources (CRR-FR3)
23	Brexit	Senior Leadership Team and Heads of Service meetings.	Service Delivery and Operational (CRR-SD2)
24	Quality Assurance	Senior Leadership Team and Heads of Service meetings.	Reputational (CRR-R2)
25	Skills and property	Senior Leadership Team and Heads of Service meetings.	Finance and Resources (CRR-FR3)
26	Construction (Design and Management) CDM	Senior Leadership Team and Heads of Service meetings.	Legal and Compliance (CRR-LC1)
27	Safeguarding	Senior Leadership Team and Heads of Service meetings.	Legal and Compliance (CRR-LC1)
28	Complaints handling/ casework	Senior Leadership Team and Heads of Service meetings.	Transformational Change (CRR-TC1)
29	Various grant certifications	As requested by the business.	NA

Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 10 June 2020

Subject: **Calendar of Meetings 2020/21**

Director: Angela Taylor, Director, Corporate Services

Author: Caroline Allen

1. Purpose of this report

- 1.1 To approve the calendar of meetings proposed for the LEP Board for 2020-2021 and note the provisional meeting dates for panels appointed by the West Yorkshire Combined Authority (Combined Authority) which report to the LEP Board, and other Committees.

2. Information

- 2.1 The proposed calendar of meetings for the LEP Board in 2020/21 is attached as **Appendix 1** to this report.
- 2.2 In setting the proposed dates for the LEP Board, public holidays, party conferences, Marché International des Professionnels de l'Immobilier (MIPIM), elections, full council meetings, district cabinet/executive meetings and Local Government Association meetings have all been taken into account and avoided. However, clashes may unavoidably arise in respect of meeting dates which have yet to be fixed by our local authority partners and external organisations. It has not been possible to avoid all school holidays due to divergent holidays across Leeds City Region's geography and between primary, secondary, sixth form together with private/state/academy differences.
- 2.3 **Appendix 1** also shows meeting dates for panels to be appointed by the Combined Authority, which also report to the LEP Board. The appendix also includes, for information purposes, provisional dates for meetings of the Transport Committee and the West Yorkshire & York Investment Committee which report directly to the Combined Authority and the Business Investment Panel which reports to the Investment Committee. The calendar of meetings was considered by the Combined Authority at its meeting held on 21 May 2020.

3. Clean Growth Implications

3.1 None.

4. Financial Implications

4.1 None.

5. Legal Implications

5.1 None.

6. Staffing Implications

6.1 None.

7. External Consultees

7.1 None.

8. Recommendations

8.1 That the LEP Board approves the calendar of meetings proposed for the LEP Board for 2020-2021 as detailed in Appendix 1.

9. Background Documents

9.1 None.

10. Appendices

10.1 Appendix 1 – Calendar of Meetings 2020-21

Revised: 2 June 2020

DRAFT

Calendar of Meetings 2020/21

2020			
June 2020	25	Combined Authority	11.00 am
July 2020	3	Transport Committee	11.00 am
	7	Business Investment Panel	10:00 am
	7	Green Economy Panel	4.00 pm
	8	Investment Committee	2.00 pm
	14	LEP Board	1.00 pm
	27	Combined Authority	11.00 am
	28	Place Panel	2.00 pm
August 2020	7	Business Investment Panel	2:00 pm
	11	Investment Committee	11:00 am
September 2020	1	Investment Committee	11.00 am
	2	Business Investment Panel	10:00 am
	3	LEP Board (followed by Awayday)	12.00 pm
	4	Transport Committee	11.00 am
	8	Business innovation and Growth Panel	2.00 pm
	14	Employment and Skills Panel	3:00 pm
	16	Inclusive Growth and Public Policy Panel	2:00 pm
October 2020	1	Combined Authority	11.00 am
	6	Business Investment Panel	10:00 am
	7	Investment Committee	2:00 pm
	14	Place Panel	2.00 pm
	20	Green Economy Panel	4.00 pm
November 2020	3	Investment Committee	11.00 am
	4	Business Investment Panel	10:00 am
	17	LEP Board	2.00 pm
	20	Transport Committee	11.00 am
	24	Business Innovation and Growth Panel	2.00 pm
	25	Employment and Skills Panel	2.00 pm
December 2020	1	Investment Committee	11.00 am
	4	Inclusive Growth and Public Policy Panel	2:00 pm
	8	Business Investment Panel	10:00 am
	10	Combined Authority	11.00 am

2021			
January 2021	7	Investment Committee	11.00 am
	8	Business Investment Panel	2.00 pm
	15	Transport Committee	11.00 am
	20	LEP Board	2.00 pm
	26	Green Economy Panel	4.00 pm
	28	Place Panel	2.00 pm
February 2021	3	Investment Committee	11.00 am
	3	Business Investment Panel	2.00 pm
	4	Combined Authority	11.00 am
	23	Employment and Skills Panel	2.00 pm
	24	LEP Board	2.00 pm
	25	Business Innovation and Growth Panel	2.00 pm
March 2021	4	Investment Committee	11.00 am
	8	Inclusive Growth and Public Policy Panel	2:00 pm
	12	Transport Committee	11.00 am
	12	Business Investment Panel	2.00 pm
April 2021	7	Investment Committee	11.00 am
	8	Business Investment Panel	10.00 am
	8	Green Economy Panel	4.00 pm
	15	Place Panel	2.00 pm
	22	Combined Authority	11.00 am
	28	LEP Board	2.00 pm
May 2021	5	Investment Committee	11.00 am
	12	Business Investment Panel	10:00 am
	14	Transport Committee	11.00 am
	18	Employment and Skills Panel	2.00 pm
	19	Business Innovation and Growth Panel	2.00 pm
	21	Overview and Scrutiny Committee	11.00 am
June 2021	8	Investment Committee	11.00 am
	9	LEP Board Annual Meeting	2.00 pm
	11	Business Investment Panel	2:00 pm
	14	Inclusive Growth and Public Policy Panel	2:00 pm
	24	Combined Authority Annual Meeting	11.00 am



**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON THURSDAY, 6 FEBRUARY 2020 AT COMMITTEE ROOM 1,
CITY HALL, BRADFORD**

Present:

Councillor Susan Hinchcliffe (Chair)	Bradford Council
Councillor Tim Swift MBE (Deputy Chair)	Calderdale Council
Councillor Andy D'Agorne (Substitute)	York Council
Councillor Judith Blake CBE	Leeds City Council
Councillor Denise Jeffery	Wakefield Council
Roger Marsh OBE DL	Leeds City Region Enterprise Partnership
Councillor Shabir Pandor	Kirklees Council
Councillor John Pennington	Bradford Council

In attendance:

Councillor Kim Groves	Chair, Transport Committee
Councillor Peter Harrand	Chair, Overview & Scrutiny Committee
Ben Still	West Yorkshire Combined Authority
Caroline Allen	West Yorkshire Combined Authority
Angela Taylor	West Yorkshire Combined Authority
Melanie Corcoran	West Yorkshire Combined Authority
Dave Pearson	West Yorkshire Combined Authority
Ruth Chaplin	West Yorkshire Combined Authority

59. Apologies for Absence

Apologies for absence were received from Councillors Keith Aspden, Stewart Golton and David Hall.

60. Declarations of Disclosable Pecuniary Interests

There were no pecuniary interests declared by members at the meeting.

61. Exclusion of the Press and Public

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

62. Minutes of the Meeting of the Combined Authority held on 9 January 2020

Resolved: That the minutes of the meeting of the West Yorkshire Combined Authority held on 9 January 2020 be approved and signed by the Chair.

63. Budget and Business Plan 2020/21

The Combined Authority considered a report of the Director of Corporate Services which:

- Sought approval to the proposed revenue budget and transport levy for 2020/21, the indicative capital budget and programme and treasury management statement.
- Sought approval to the detailed business plan for 2020/21 that sets out the services, activities and priorities for the organisation in the coming year.

It was noted that the draft budget had been produced following scrutiny and input from the Authority, with the Budget Working Group overseeing the detail. In addition, members of the public have been provided with information on the budget position and given the opportunity to raise questions via the YourVoice engagement website and social media.

Business Plan 2020/21

It was reported that a detailed business plan had been produced, maintaining the focus on productivity, inclusive growth and a 21st century transport system. The fourth objective of clean growth has now been repositioned as tackling the climate emergency. Summary business plans for each directorate were attached at Appendix 1. A public facing corporate plan was being developed, and this would draw on the information in the business plans to demonstrate what the Combined Authority and LEP intend to deliver for people in the region in the coming year.

Revenue Budget 2019/20

Members considered the proposed revenue budget which was set out in Appendix 2 and details of the key drivers and assumptions for the main budget lines were provided in the submitted report.

Details of the Reserves Policy were outlined in the submitted report and the workings for this year's reserves policy were set out in Table 1

Transport Levy

Details of the net and gross levy by population, showing the effect of the decrease of £1 million and the change in population base were provided in Table 2. This also included the proposed part rebate of previously received contributions towards the Transport Fund reserve. It was proposed to rebate £3 million for 2020/21 only, an increase of £1 million on the amount agreed last year, whilst the requirement for borrowing against the capital programme is building up.

Capital Strategy

It was noted that the capital strategy was currently being reviewed/revised and will be brought to a future meeting for approval.

Capital Budget

The Combined Authority noted the capital funding available to the Combined Authority for 2020/21 and subsequent years and the indicative capital programme expenditure which were outlined in the submitted report. The capital expenditure and funding budget estimates for the period 2019/20 to 2022/23 were set out in Appendix 3.

It was reported that the Investment Committee would continue to be a key part of the process whereby Growth Deal and other projects are considered and recommended for progression. It was also proposed that the arrangement for the Transport Committee to approve Integrated Block funded projects up to a value of £3 million is continued.

Treasury Management

Members noted the Prudential Funding Statement which was attached at Appendix 4. This had been endorsed by the Governance & Audit Committee and set out the treasury management activity in the year, the arrangements in place and details of the funding position.

Resolved:

- (a) That the Combined Authority proposed revenue budget for 2020/21 be approved.
- (b) That the indicative capital programme and budget for 2019/20 – 2022/23 be approved.
- (c) That the 2020/21 business plan be approved.
- (d) That the Transport Committee be delegated to approve individual schemes within the integrated transport block of the 2020/21 capital programme up to a maximum cost of £3 million.
- (e) That in accordance with the powers contained in the Local Government Finance Act 1988 (as amended) and by virtue of article 9(6) of the West Yorkshire Combined Authority Order and the

Transport Levying Bodies Regulations 2015 (as amended) a levy of £103 million be determined for the year ended 31 March 2021.

- (f) That the Director, Corporate Services be authorised to issue the levy letter in respect of the financial year ending 31 March 2021 to the five District Councils in West Yorkshire.
- (g) That a payment of £5.09 million and of £3 million be made to the five District Councils in accordance with Table 2 of the report.
- (h) That authorisation be given to the Director, Corporate Services to arrange appropriate funding for all expenditure in 2019/20 and 2020/21 subject to statutory limitation, including the most appropriate application of capital funding as set out in the report.
- (i) That approval be made to the indicative expenditure of highways maintenance funding of £28.403 million and the pothole action fund of £1.594 million, to be paid quarterly to the West Yorkshire local authorities in accordance with the DfT formula, and for Director, Corporate Services to vary these amounts should DfT revise the payments from those provisionally indicated.
- (j) That approval be given to the continuing of the policy, effective from 2017/18, for recovering the Combined Authority costs of managing the capital programme against the capital programme spend being mainly Growth Deal, Leeds Public Transport Investment Programme and Local Transport Plan Integrated Transport. For 2020/21 the estimated total value is £9.6 million (2% - 3% of the total capital programme).
- (k) That the adoption of the CIPFA Code of Practice for Treasury Management in Public Services be reaffirmed.
- (l) That the treasury management policy as set out in **Appendix 4** be approved.
- (m) That the prudential limits for the next three years as set out in **Appendix 4** be adopted.

64. Capital Spending and Project Approvals

The Combined Authority considered a report of the Director of Delivery on the progress and funding for the following schemes through the Combined Authority's assurance process:

- Leeds Transport Model Update 2020
- York City Centre Access Improvements
- Leeds City Region Future Mobility Zone
- Hebden Bridge Flood Alleviation
- Corn Exchange Gateway

- Enterprise Zone: Parry Lane
- Leeds Inland Port
- Leeds Bradford Airport Parkway
- Network Navigation
- Moorthorpe Rail Car Park

It was noted that since the last meeting, decisions on the following schemes have been made by the Investment Committee:

- York Outer Ring Road – Phase 3 – Clifton Moor
- Bradford City Centre Heritage Properties Development Scheme
- York Scarborough Bridge (foot & cycle bridge)
- Superfast Broadband West Yorkshire and York Contract 3

Details of all the schemes were provided in the submitted report.

In respect of the Clifton Business Park Enterprise Zone, it was noted that at its meeting held on 10 October 2019, the Combined Authority had approved for the scheme to proceed through decision point 3 and work commence on activity 5 (full business case with finalised costs). However the requirement to enter into a funding agreement with Calderdale Council had been omitted from the report's recommendations and therefore the Combined Authority now gave approval for this.

Members noted the update and proposals set out in paragraph 3.11 of the report on the West Yorkshire plus Transport Fund review. It was reported that the Investment Committee had considered a report summarising the review at its meeting on 9 January 2020 and an outline of the Transport Fund projects, including actual and forecast spend was attached at Appendix 1 and revised programme dates for each project were provided in Appendix 2.

Resolved:

- (a) In respect of Leeds Transport Model Update 2020 –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Leeds Transport Model Update 2020 project proceeds through Decision Point 2 and work commences on Activity 5 (full business case with finalised costs).
- (ii) That an indicative approval of £600,000 is given from the West Yorkshire plus Transport Fund towards a total scheme cost of £1.2 million with full approval to spend being granted once the scheme has progressed through the assurance process to Decision Point 5.
- (iii) That future approvals are made in accordance with the assurance pathway and approval route outlined in the

submitted report including at Decision Point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

(b) In respect of York City Centre Access Improvements –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the York City Centre Access Improvements scheme proceeds through decision point 2 (strategic outline case) and work commences on activity 3 (outline business case).
- (ii) That an indicative approval to the total project value of £8.1 million is given from the West Yorkshire plus Transport Fund with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5.
- (iii) That development costs of £355,000 be approved in order to progress the scheme to activity 3 (outline business case).
- (iv) That the Combined Authority enters into a Funding Agreement with City of York Council for expenditure of up to £355,000 from the West Yorkshire plus Transport Fund.
- (v) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report including at decision point 4 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances set out in the report.

(c) In respect of Leeds City Region Future Mobility Zone –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Future Mobility Zone (FMZ) programme proceeds through Decision Point 2 and work commences on the development of business cases for individual packages
- (ii) That an indicative approval to £30.793 million, which will be funded from the Local Transport Plan (£2.75 million), the Leeds Public Transport Investment Programme (£0.763 million) and the Department for Transport FMZ fund (£27.28 million) is given with full approval to spend being granted as individual scheme or packages have progressed through the Assurance Process to Decision Point 5. The total programme

cost is £32.01 million, including £1.22 million from District Partners.

- (iii) That an approval for development funding of £2.01 million be made to enable initial work on outline business cases for individual packages, subject to DfT funding being announced.
- (iv) That future programme approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report including at Decision Point 6 and 7 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

(d) In respect of Hebden Bridge Flood Alleviation –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Hebden Bridge Flood Alleviation Scheme proceeds through decision point 3 and work commences on activity 4 (full business case)
- (ii) That development costs of £1.9 million are approved in order to progress the scheme to activity 4 (full business case) from the Local Growth Fund. The total project value is £27.283 million.
- (iii) That the Combined Authority enters into a Funding Agreement with the Environment Agency for development expenditure of up to £1.9 million from the Local Growth Fund.
- (iv) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

(e) In respect of Corn Exchange Gateway –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Corn Exchange Gateway project proceeds through decision point 3 and work commences on activity 4 (FBC).
- (ii) That an indicative approval to the Combined Authority's contribution of £24.7 million is given, with £18.6 million to be funded through the Leeds Public Transport Investment Programme and £6.1 million from the West Yorkshire plus Transport Fund, with full approval to spend being granted once the scheme has progressed through the assurance process to

decision point 5 (FBC with finalised costs). The total project value is £25.6 million.

- (iii) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report including at decision point 4 and 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

(f) In respect of Enterprise Zone: Parry Lane –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the EZ Parry Lane scheme proceeds through decision point 3 and work commences on activity 4 (full business case).
- (ii) That the total cost of the scheme is £18.88 million. An indicative approval to the Combined Authority's contribution of £8.081 million through the Local Growth Fund is given, with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (iii) That development costs of £540,000 are approved in order to progress the scheme to decision point 4 (full business case).
- (iv) That approval is given to enter into a Funding Agreement with the City of Bradford Metropolitan District Council in order to assist in the development of the full business case for up to £540,000.
- (v) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report including at decision point 4 and 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

(g) In respect of Leeds Inland Port -

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Leeds Inland Port project proceeds through decision point 3 and work commences on activity 4 (Full business case).
- (ii) That an indicative approval to the Combined Authority's contribution of £3.17 million is given, to be funded from the

West Yorkshire plus Transport Fund, with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (FBC with finalised costs). The total project value is £3.37 million.

- (iii) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report, including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

(h) In respect of Leeds Bradford Airport Parkway –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Leeds Bradford Airport Parkway project proceeds through decision point 3 and work commences on activity 4 (full business case).
- (ii) That indicative approval to the total project value of £5 million has been given from the LPTIP fund with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (iii) That the development costs of £4.5 million are approved in order to progress the scheme to decision point 4 (Full business case), taking the total project approval to £5 million.
- (iv) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report, including at decision point 4 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team (subject to the scheme remaining within the tolerances outlined in the report), with decision point 5 approval through a delegation to the Investment Committee following a recommendation by the Combined Authority's Programme Appraisal Team.

(i) In respect of Network Navigation –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Network Navigation (Leeds) scheme proceeds through decision point 3 (outline business case) and work commences on activity 5 (Full Business Case plus cost).

- (ii) That an indicative approval to the total project value of £1.8 million is given from the LPTIP fund with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (Full business case with finalised costs).
 - (iii) That development costs of £150,000 are approved in order to progress the scheme to decision point 5 (Full business case with finalised costs), taking the total project approval to £250,000.
 - (iv) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.
- (j) In respect of Moorthorpe Rail Car Park –
- That following a recommendation from the Investment Committee, the Combined Authority approves:
- (i) That the Moorthorpe Rail Car Park project proceeds through decision point 5 and work commences on activity 6 (Delivery).
 - (ii) That approval to the total project value of £778,551 million is given from the West Yorkshire plus Transport Fund.
 - (iii) That approval be given for the Combined Authority to enter into a Section 56 Funding Agreement with Arriva Rail North for expenditure of up to £635,000 million from the West Yorkshire plus Transport Fund.
 - (iv) That approval for the Combined Authority to enter into a Basic Asset Protection Agreement with Network Rail for £32,000.
 - (v) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.
- (k) In respect of Clifton Business Park –
- That following a recommendation from the Investment Committee, the Combined Authority approves that a funding agreement be entered into with Calderdale Council for expenditure of up to £3.156 million from the Local Growth Fund for the Clifton Business Park (Enterprise Zone) as approved by the Combined Authority on 10 October 2019.

65. Brexit

The Combined Authority considered a report of the Director of Policy, Strategy and Communications on Brexit.

The report provided an update on the organisational preparation being undertaken by the Combined Authority and Leeds City Region Local Enterprise Partnership (LEP) for the United Kingdom's exit from the European Union.

It was noted that there was still a period of uncertainty and Members discussed and endorsed the Combined Authority's approach to the transition following the ratification of the Withdrawal Agreement. The approach will focus on key strategic implications of policy changes and these, together with the details of the continued support offered to businesses, were outlined in the submitted report.

It was noted that reports would be brought to future meetings as the position becomes clearer.

Resolved: That the organisational preparation being undertaken by the Combined Authority and LEP as the UK prepares to leave the European Union be endorsed.

66. Leeds City Region Local Assurance Framework

The Combined Authority considered a report of the Directors of Delivery and Corporate Services which provided an update on progress relating to changes proposed to the Leeds City Region Local Assurance Framework arising from its annual review and the Strengthened Local Enterprise Partnership (LEP) report (July 2018).

Members noted the key changes made to the draft Assurance Framework which were outlined in the submitted report. It was agreed that the final approval of the Assurance Framework be delegated to the Combined Authority's Managing Director in consultation with the Chair of the Combined Authority and Chair of the LEP Board. The document would then be submitted to Government by 28 February 2020.

Resolved:

- (a) That the changes made to the Local Assurance Framework, as set out in the submitted report be noted.
- (b) That the draft Assurance Framework be approved, subject to the incorporation of any further feedback.
- (c) That the Combined Authority delegates the Combined Authority's Managing Director to finalise the content of the Assurance Framework in consultation with the Chair of the Combined Authority

and the Chair of the LEP Board and to submit the document to Government by 28 February 2020.

67. Strategic Rail

The Combined Authority considered a report of the Director of Policy, Strategy and Communications which provided an update on the following strategic rail matters:

- High Speed Two (HS2)
- Northern Powerhouse Rail (NPR)
- Transpennine Route Upgrade (TRU)
- Calder Valley Line
- East Coast Mainline

Members discussed the key rail issues which were detailed in the report. Although a decision on the future of HS2 was still awaited, the Government had recently announced that the Northern Rail franchise will be brought under Government control and transferred to the Operator of Last Resort (OLR) from 1 March 2020.

It was considered that this action would help to restore passenger confidence and provide an opportunity to rebuild some stability and reliability to services. It was however recognised that the changes would not happen immediately to address the fundamental issues affecting the North's rail network. Members stressed that further investment in the network was vital and for the Government to commit to devolution. It was noted that the Combined Authority will continue to work with Transport for the North, and is also developing a 'Rail Connectivity Vision' which will form part of the Combined Authority's Rail Strategy.

Members looked forward to the publication of the Williams Review and a report would be brought to a future meeting.

Resolved: That the agreed rail priorities and the progress towards their delivery be noted.

68. Future Bus Options

The Combined Authority considered a report of the Director of Transport Services on future bus options.

Members discussed the report which provided an update on the sale of First West Yorkshire Ltd including, but not limited to, potentially participating in the sale.

The Authority had previously resolved to explore options arising from the sale of the company and had approved expenditure of up to £200,000 to commission legal and technical advice. It was noted that the sale of First West Yorkshire Ltd has now been delayed. Whilst work would continue to identify available options should the sale process proceed, it was agreed to use part of the previously approved funding to undertake preparatory work to understand the process and implications of adopting bus franchising powers should a devolution deal be secured. It was noted that further funding would be required to progress franchising and/or acquisition of the company.

Members welcomed the announcement for a £220 million funding package in respect of the Government's commitments to deliver a better deal for bus users. This included local authorities being able to bid for funding to improve current services and restore lost services and the development of 'superbus' networks and an electric bus pilot. The Combined Authority would discuss the opportunities with the Department for Transport, emphasising the need for an ongoing commitment to future years funding and a report would be brought to a future meeting.

Resolved:

- (a) That the current position in respect of the potential sale of First West Yorkshire be noted and the continuing work to identify the options available should the sale process proceed be endorsed.
- (b) That a further report be brought to a future meeting setting out the process and implications of adopting bus franchising powers.

69. Leeds City Region Mass Transit

The Combined Authority considered a report of the Director of Policy, Strategy and Communications on Leeds City Region Mass Transit.

The report provided an update on mass transit, including the emerging conclusions from the advanced mass transit market testing which suggest a mass transit system would likely be comprised of a mixture of technologies including bus, bus rapid transit and light rail. It was noted more work is continuing on options with district partners and a report would be brought to a future meeting.

It was noted that the Leeds City Region Transforming Cities Fund submission included a £20 million 'ask' for mass transit development funding. The West Yorkshire Leaders have written to the Prime Minister highlighting mass transit as a key priority for the region and the need for Government's commitment had been stressed at the recent meeting with the Transport Secretary and Northern Powerhouse Minister.

Members discussed the need for early preparatory works to enable initial development work for mass transit across the Leeds City Region and a report would be brought to the next meeting.

Resolved:

- (a) That the emerging conclusions from the advanced urban transit market testing be noted.
- (b) That in advance of further capital approval being sought for mass transit development from the Combined Authority in April 2020 (subject to consideration through the Assurance Framework), early preparatory works to plan for mass transit across the Leeds City Region continue to be undertaken.

70. Leeds City Region Sustainable Drainage Systems Guidance

The Combined Authority considered a report of the Director of Policy, Strategy and Communications on the Leeds City Region Sustainable Drainage Systems Guidance (SuDS).

It was noted that following a recommendation of the Leeds City Region Flood Review, a draft Guidance had been prepared in conjunction with partner councils, members and stakeholders to raise the profile of SuDS and promote their use in a greater range of new developments. The Guidance sets out the aspirations of the City Region in respect of sustainable methods to limit flooding and improve the environment. It will also contribute to measures to address the climate emergency and align with the clean growth agenda by supporting the objectives of the City Region's Green and Blue Infrastructure Strategy and Delivery Plan.

The report provided a summary of the Guidance and Members considered and approved the final draft which was attached at Appendix 1. In order to ensure its relevance, the Guidance would be kept under review and a report brought to a future meeting.

Resolved: That the final draft of the Leeds City Region Sustainable Drainage System (SuDS) Guidance be approved.

71. Corporate Planning and Performance

The Combined Authority considered a report of the Director, Corporate Services which provided an update on corporate performance including progress against corporate plan priorities, risk management and budget position.

An assessment of progress against the 2019/20 Corporate Plan headline indicators was set out in Appendix 1. It was noted that a refresh of the Corporate Risk Management Strategy had been undertaken and a summary of the current strategic risks was also provided in Appendix 1.

An overview of 2019/20 current spend to budget as at November 2019 was provided in Appendix 2 and it was noted that there were no 'red' areas of concern to report.

Resolved: That the information provided on corporate performance be noted.

72. Minutes for Information

The Combined Authority noted the minutes of the committees and panels that have been published on the West Yorkshire Combined Authority's website since the last meeting.

Resolved: That the minutes of the Combined Authority's committees and panels be noted.

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MINUTES OF THE MEETING OF THE WEST YORKSHIRE COMBINED AUTHORITY HELD REMOTELY ON THURSDAY, 16 APRIL 2020

Present:

Councillor Susan Hinchcliffe (Chair)	Bradford Council
Councillor Tim Swift MBE (Deputy Chair)	Calderdale Council
Councillor Keith Aspden	City of York Council
Councillor Judith Blake CBE	Leeds City Council
Councillor Stewart Golton	Leeds City Council
Councillor David Hall	Kirklees Council
Roger Marsh OBE DL	Leeds City Region Enterprise Partnership (to minute 81)
Councillor Shabir Pandor	Kirklees Council
Councillor John Pennington	Bradford Council

In attendance:

Councillor Kim Groves	Chair, Transport Committee
Peggy Haywood	Ministry of Housing, Communities & Local Government (minute 82 only)
Ben Still	West Yorkshire Combined Authority
Caroline Allen	West Yorkshire Combined Authority
Angela Taylor	West Yorkshire Combined Authority
Brian Archer	West Yorkshire Combined Authority
Alan Reiss	West Yorkshire Combined Authority
Dave Haskins	West Yorkshire Combined Authority
Heather Waddington	West Yorkshire Combined Authority (minute 82 only)
Seamus McDonnell	West Yorkshire Combined Authority (minute 82 only)
Jacqui Warren	West Yorkshire Combined Authority (minute 82 only)
Ruth Chaplin	West Yorkshire Combined Authority

Meeting Arrangements

On 4 April 2020 new regulations came into force which made provision to enable local authorities (including Combined Authorities) to hold meetings remotely via means such as telephone conferencing, video conferencing, live webcast, and live

interactive streaming provided that the press and public have real time access to the meetings and have website access to the papers.

73. Chair's Comments

The Chair opened the meeting which was being held using Zoom technology and livestreamed via YouTube.

The formalities of how the meeting would be managed and the decision-making items to be considered were clarified.

74. Apologies for Absence

Apologies for absence were received from Councillors Denise Jeffery and Peter Harrand.

75. Declarations of Disclosable Pecuniary Interests

There were no pecuniary interests declared by members at the meeting.

76. Exempt Information - Possible Exclusion of the Press and Public

Resolved: That in accordance with paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, the public be excluded from the meeting during consideration of Appendices 1 & 2 to Agenda Item 9, on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information and for the reasons set out in the report that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

77. Minutes of the Meeting of the Combined Authority held on 6 February 2020

Resolved: That the minutes of the meeting of the West Yorkshire Combined Authority held on 6 February 2020 be approved.

78. Covid-19

The Combined Authority considered a report of the Director of Economic Services on COVID-19.

Members noted the latest advice and business support being provided in response to the COVID-19 outbreak and the response of the Combined Authority and Leeds City Region Enterprise Partnership. It was acknowledged that health and public safety was the most important issue,

but it was also an economic emergency and the full impact of COVID-19 on the Leeds City Region would not be known for some time and was already having a serious effect on businesses and the economy. It was reported that several meetings had been held with the banking sector in respect of the delays some businesses were experiencing in getting responses to requests for loans and a letter had been sent to Government highlighting the gaps in their support package.

Members discussed the challenges and the additional COVID-19 action being undertaken by the Combined Authority and LEP. This includes the establishment of a Business Gateway team, (formerly the Business Growth Service) and the team had been set up with additional staff to handle the high volume of enquiries being received. Support was being offered to businesses to help them access financial assistance and advice as quickly as possible, in particular in respect of skills, redeployment and supply chain, particularly PPE (personal protection equipment) and the funding and measures that have been put in place by central Government.

It was noted that the Combined Authority and LEP were doing everything possible to work with central Government and other Mayoral Combined Authorities (MCAs) to ensure there was sufficient support for businesses. A note on business support interventions had been sent to Government to influence the development of national programmes and a copy was attached at Appendix 1 to the report.

The Authority was provided an update on the public transport network which had been reduced to a service aimed at helping key workers, school services for the children of key workers and for essential shopping trips. Members discussed the significant impact the reduction in transport services was having on the bus and rail industry and the Combined Authority. It was noted that recovery for public transport would be difficult and patronage will be slow to develop. It was noted that the Combined Authority has worked closely with the Department for Transport on a package of support to the bus companies and Local Transport Authorities. Councillor Blake updated the meeting of discussions held with Baroness Vere, the Buses Minister, and had emphasised in those discussions, the costs being incurred by combined authorities and the need to ensure that they were included in the Government's compensation packages.

Members stressed the importance of focussing on recovery and it was reported that work was being undertaken to develop a response and recovery plan to identify the potential work needed to support the economic recovery of the region and the role the Combined Authority and LEP can play. Members discussed the workstreams which included the convening of a working group. This would include representatives from business groups and key industries and the group would focus on the co-ordination and delivery of the recovery plan.

Members asked that their thanks be passed to the staff involved in the Business Gateway team and also to the front line bus station teams for their efforts during this challenging time.

A further report would be prepared for the next meeting.

Resolved: That the update be noted.

79. Capital Spending and Project Approvals

The Combined Authority considered a report of the Director of Delivery on the progress and funding for the following schemes through the Combined Authority's assurance process:

- Rail Parking Package – Normanton
- Corridor Improvement Programme (CIP): A650 Newton Bar

In addition, since the last meeting, a decision on the following scheme have been made by the Investment Committee:

- A647 Corridor, Leeds

Details of all the schemes were provided in the submitted report.

It was noted that the Leeds City Region Future Mobility Zone bid had been unsuccessful. There were however several elements of the bid which already have alternative funding in place to progress and additional funding opportunities that might allow other elements of the FMZ bid to be brought forward are being investigated.

The effect on the level of expenditure on funding programmes for the financial year 2019/20 will be minimal but it is very likely that spend for this financial year (2020/21) will be lower than was originally expected. The support of BEIS and DfT has been sought to help in responding to the challenges posed by COVID-19 in respect of extending reporting deadlines and managing possible delays to the programme.

Resolved:

(a) In respect of Rail Parking Package – Normanton –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (i) That the Normanton Rail Car Park project proceeds through decision point 5 and work commences on activity 6 (Delivery).
- (ii) That the total project value of £1.987 million is given from the West Yorkshire plus Transport Fund.
- (iii) That the Combined Authority enters into a Section 56 Funding Agreement with Northern Trains Limited for expenditure of up to £1.635 million from the West Yorkshire plus Transport Fund.

- (iv) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.
- (b) In respect of the Corridor Improvement Programme (CIP): Newton Bar the Combined Authority approves –
 - (i) That the A650 Newton Bar project proceeds through decision point 4 and work commences on activity 5 (FBC with finalised costs).
 - (ii) That an indicative approval to the Combined Authority's contribution of £9.268 million, which will be funded from the West Yorkshire plus Transport Fund is given, with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (FBC with finalised costs). The total project value is £9.353 million.
 - (iii) That additional development costs of £145,365 from the West Yorkshire plus Transport Fund are approved in order to progress the scheme to decision point 5 (FBC with finalised costs), taking the total project approval from the West Yorkshire plus Transport Fund to £350,165.
 - (iv) That the Combined Authority enters into an addendum to the existing Funding Agreement with Wakefield Council for expenditure of up to £350,165 from the West Yorkshire plus Transport Fund.
 - (v) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

80. Devolution Deal for West Yorkshire - Initial Deal Endorsement and Review of Governance Arrangements

The Combined Authority considered a report of the Director Policy, Strategy and Communications on the devolution deal for West Yorkshire.

Members noted the detail of the West Yorkshire “minded-to” Devolution Deal which was a welcomed announcement as part of the Budget in March 2020. The report provided an overview of the Deal and the process required before the making of the Order in Parliament and to enable an election for a Mayor to take place in May 2021.

The “minded-to” Deal is the starting point leading ultimately to the adoption of a mayoral combined authority model with additional functions which will require an Order of the Secretary of State. Each council and the Combined Authority will need to agree specific actions as part of the statutory procedures which must be followed before the Secretary of State may grant such an Order and these were set out in the submitted report.

It was noted that a statutory Review of constitutional arrangements and functions for the proposed electoral area and preparing and adopting a Scheme would be carried out and this will then go out to public consultation. Councils and the Combined Authority will have the opportunity to consider the representations received before deciding to submit the Scheme to the Secretary of State setting out proposed arrangements, along with a summary of consultation responses. The consent of each council and the Combined Authority will subsequently be required to the making of the Order. It was proposed to follow the process set out in the flow chart provided in the report (with additional detail attached at Appendix 3).

Members discussed and endorsed the “minded to” Deal text which was attached as Appendix 1 and agreed that a statutory Review be undertaken jointly by the Constituent Councils and the Combined Authority.

The Authority discussed the main decisions and estimated timescales involved in obtaining the necessary secondary legislation which were outlined in Appendix 4. It was acknowledged that the timescales may be challenging due to the impact of the COVID-19 pandemic.

Information would continue to be shared with Members and additional briefings and discussions could be arranged as required.

It was agreed that the decisions taken in respect of the report be exempt from call-in by the Overview and Scrutiny Committee. This was on the grounds of urgency as any delay caused by the call-in process would prejudice the Combined Authority’s and Constituent Councils’ interests as delaying the start of the statutory Review process, which would have a significant detrimental impact on the proposed timeline set out in Appendix 4.

A summary of consultation responses will be brought back to the Constituent Councils and the Combined Authority for approval before the Scheme is submitted to the Secretary of State at the end of July 2020.

Resolved:

- (a) That the Deal agreed and attached as Appendix 1 to the submitted report be endorsed.
- (b) That the Combined Authority should be party, together with the five Constituent Councils of Bradford, Calderdale, Kirklees, Leeds and Wakefield –to a Review of the Combined Authority’s constitutional arrangements and of the functions carried out by the Combined

Authority over the Combined Authority's area, as set out in paragraph 2 of this report and pursuant to S111 of the Local Democracy, Economic Development and Construction Act 2009.

- (c) That the Combined Authority's Managing Director, in consultation with the Chief Executive of each Constituent Council, be authorised to carry out the Review on behalf of each Constituent Council and the Combined Authority.
- (d) That the Combined Authority's Managing Director, in consultation with the Chief Executive of each Constituent Council, and on behalf of each Constituent Council and the Combined Authority be authorised to prepare a draft Scheme for consideration by the Constituent Councils and the Combined Authority, subject to the outcome of the Review.
- (e) That the provisional timetable set out in Appendix 4 to the submitted report be noted and the next steps including, if appropriate, the submission of a summary of the consultation to the Secretary of State by the end of July 2020, so that a mayoral combined authority model and associated changes may be adopted and implemented by May 2021, as set out in the Deal but noting that this may be impacted by the Coronavirus pandemic.
- (f) That the decision be exempt from call-in on the grounds of urgency, for the reasons set out in paragraph 6.1 of the submitted report.

81. Governance Arrangements

The Combined Authority considered a report of the Director, Corporate Services on the following governance arrangements:

- To advise Members of the arrangements and proposals for decision making during the current pandemic.
- To appoint private sector representatives to the Combined Authority advisory committees (panels)
- To appoint a substitute LEP Member to the Combined Authority.

Decision Making

On 4 April 2020 new regulations came into force which make provision to enable local authorities (including Combined Authorities) to hold meetings remotely via means such as telephone conferencing, video conferencing, live webcast, and live interactive streaming provided that the press and public have real time access to the meetings and have website access to the papers. The regulations also remove the requirement for local authorities to hold annual meetings for this year.

The regulations are time limited and apply in relation only to meetings taking place before 7 May 2021. Amendments to the Combined Authority's

standing orders have been made by the Head of Legal & Governance to reflect these interim arrangements and a copy was attached at Appendix 1 to the submitted report including a protocol which provided guidance as to the holding of virtual meetings.

Advisory Panels

It was reported that in accordance with the Recruitment and Appointment Procedure for Private Sector Representatives, a recruitment process has been conducted to appoint new private sector representatives to the Combined Authority's advisory panels. A list of private sector representatives on all the advisory panels, including the proposed new members was provided in Appendix 2.

In addition, a number of current panel members' terms of office are due to end before the end of the year. It was agreed that their terms be extended as detailed in Appendix 2 to the submitted report.

Membership

At their meeting on 25 February 2020, the LEP Board appointed Mark Roberts as Private Sector Deputy Chair with effect from 31 March 2020. It was agreed that Mark Roberts be appointed as the substitute LEP Member on the Combined Authority.

Resolved:

- (a) That the arrangements and proposals for decision making during the current pandemic, including the governance documents amended by the Head of Legal and Governance Services to implement new regulations allowing virtual meetings as set out in Appendix 1 to the submitted report, be noted.
- (b) That the recommendations in relation to private sector representatives of the advisory panels as set out in Appendix 2 to the submitted report be approved.
- (c) That Mark Roberts, LEP Board Deputy Chair, be approved as the substitute LEP Member to the Combined Authority, to act in the absence of the LEP Member.

82. European Structural and Investment Funds (ESIF) – Sustainable Urban Development (SUD)

The Combined Authority considered a report of the Director, Corporate Services on the European Structural and Investment Funds (ESIF) – Sustainable Urban Development (SUD).

Members were advised that the Investment Committee had not been able to consider the detail of the project as their meeting had been cancelled due to the COVID-19 pandemic.

In its role as the Intermediate Body (IB), the Combined Authority considered and approved the assessment of the Green Blue Gateway full application which was attached as Exempt Appendix 2, together with a covering note at Exempt Appendix 1.

Resolved: That the advice included in the full assessment form at Part 2 of Exempt Appendix 2 be approved by the Combined Authority, in its role as the Intermediate Body for the SUD part of the ESIF programme to allow the Managing Authority to now issue a funding agreement subject to the proposed conditions set out in the full assessments being fully met.

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