

# **LEEDS CITY REGION ENTERPRISE PARTNERSHIP BOARD**

**MEETING TO BE HELD AT 2.00 PM ON WEDNESDAY, 9 JUNE 2021  
DUE TO COVID-19, THIS MEETING WILL BE HELD REMOTELY AND  
WILL BE LIVESTREAMED HERE:  
<https://www.youtube.com/channel/UCazjNSGpqZZT41Vibn2ZK9A/live>  
(COPY AND PASTE THE LINK IN YOUR BROWSER)**

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## **A G E N D A**

### **PART 1 - ANNUAL MEETING BUSINESS**

#### **1. MEMBERSHIP OF THE LEEDS CITY REGION ENTERPRISE PARTNERSHIP BOARD**

To consider the attached report in relation to:

- (i) Noting the local authority representatives and substitutes appointed to the LEP Board.
- (ii) Confirming the private sector representatives on the LEP Board.
- (iii) Confirming the West Yorkshire Mayor as a LEP Board Member.
- (iv) Appoint a co-optee to the LEP Board.
- (v) Confirm arrangements for the LEP Chair and LEP Deputy Chair.
- (vi) Confirm the member of the LEP Board to represent and engage with the SME business community.
- (vii) Confirm a LEP Diversity Champion.
- (viii) Confirm continuing arrangements in relation to Partner Council Observers.

(Pages 1 - 8)

#### **2. APOLOGIES FOR ABSENCE**

### **3. 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.

### **4. EXCLUSION OF THE PRESS AND PUBLIC**

### **5. MINUTES OF THE MEETING HELD ON 28 APRIL 2021**

(Pages 9 - 14)

### **6. NOMINATION TO THE WEST YORKSHIRE COMBINED AUTHORITY AND IT'S COMMITTEES AND APPOINTMENTS TO OUTSIDE BODIES**

(Led by: Roger Marsh, Author: Angela Taylor)

(Pages 15 - 20)

### **7. GOVERNANCE ARRANGEMENTS**

(Led by: Roger Marsh, Author: Angela Taylor)

- LEP Constitution
- LEP Procedure Rules
- Access to information Annex
- Code of Practice for recording meetings
- Protocol for Remote Meetings
- LEP's Confidential Complaints Procedure
- Recruitment Procedure for Private Sector Representatives
- LEP Board Members' Code of Conduct
- LEP Procedure for considering complaints alleging a failure to comply with the LEP Board Members' Code of Conduct
- Conflicts of Interest Policy
- Conflicts of Interest Protocol
- Conflicts of Interest Protocol – Adult Education Budget

(Pages 21 - 106)

### **8. ANNUAL ACCOUNTABILITY REPORTS**

(Led by: Roger Marsh, Author: Caroline Allen)

(Pages 107 - 112)

### **9. REMUNERATION AND EXPENSES SCHEME AND ANNUAL SUMMARY**

(Led by: Roger Marsh, Author: Angela Taylor)

(Pages 113 - 126)

**10. EQUALITY AND DIVERSITY POLICY AND STATEMENT**

(Led by: Roger Marsh, Author: Alan Reiss)  
(Pages 127 - 140)

**11. SCRUTINY ANNUAL REPORT 2020/21 AND STATUTORY GUIDANCE**

(Led by: Ben Still, Author: Khaled Berroum)  
(Pages 141 - 160)

**12. CALENDAR OF MEETINGS 2021/22**

(Led by: Roger Marsh, Author: Angela Taylor)  
(Pages 161 - 164)

**13. PUBLIC QUESTION TIME**

(Led by: Roger Marsh, Author: Eileen Stretton)  
(Pages 165 - 166)

**PART 2 - OTHER BUSINESS**

**14. COVID-19**

(Led by: Brian Archer, Author: Alex Clarke)  
(Pages 167 - 172)

**15. ECONOMIC REPORTING**

(Led by: Alan Reiss, Author: James Hopton)  
(Pages 173 - 200)

**16. CORPORATE PERFORMANCE REPORT**

(Led by: Angela Taylor, Author: Louise Porter)  
(Pages 201 - 216)

**For Information**

**17. DRAFT MINUTES OF THE WEST YORKSHIRE COMBINED AUTHORITY HELD ON 22 APRIL 2021**

(Pages 217 - 224)

**18. DATE OF NEXT MEETING**

The next meeting will be held on 21 July 2021.