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

**Date:** 6 June 2019

**Subject:** **Appointment of panels and advisory group to the LEP  
(Business Communications Group)**

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## **1. Purpose of this report**

- 1.1 To note the West Yorkshire Combined Authority's (the Combined Authority's) panel arrangements to be confirmed at the Combined Authority's annual meeting on 27 June 2019, and to make recommendations in respect of private sector representation on those panels.
- 1.2 To ask the LEP Board to appoint the Business Communications Group as an advisory group of the LEP Board, and confirm its membership, the Chair and updated governance arrangements.

## **2. Information**

### Advisory Panels

- 2.1 The Combined Authority currently appoint a number of advisory committees (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.
- 2.2 Information about the current panel arrangements may be found [here](#). It is not anticipated that panel arrangements will be significantly altered at the Combined Authority's annual meeting on 27 June 2019. The proposed changes known to date are as follows:
  - terms of reference for the each Panel to refer to “securing inclusive and **clean**” growth, reflecting the new corporate priority of clean growth.

- terms of reference for the **Employment and Skills Panel** to reflect the panel's role as skills advisory panel for the LEP, with the appointment of an additional non-voting member to be appointed to comply with government guidance.
- 2.3 Membership of the Panels includes members of the LEP Board and other private sector representatives (as well as local authority representatives from partner councils from across the Leeds City Region). A number of vacancies for private sector representatives arise for the new municipal year. In view of the on-going review of LEP arrangements, expressions of interest were sought from current private sector representatives on the advisory panels, to address the vacancies. The LEP Board is now asked to endorse membership, recommend extensions to terms of office, and nominate private sector representatives in accordance with the schedule attached as **Appendix 1** to this report.
- 2.4 It is understood that the Business Investment Panel will also be re-appointed as a sub-committee by the West Yorkshire and York Investment Committee, to advise on economic development loans and grants within the Leeds City Region. The LEP Board is now asked to endorse private sector representation on the Panel and recommend an extension to terms of office of one private sector representative in accordance with the schedule attached as **Appendix 2** to this report.

#### Business Communications Group

- 2.5 Engagement with stakeholders and the wider public is a central part of the process to develop, monitor and implement the Strategic Economic Plan, the Growth Deal and all other aspects of the work of the LEP and the Combined Authority.
- 2.6 The LEP's Business Communications Group is made up of representatives from key business organisations in the City Region. The Group acts as an advisory group to the LEP Board; consulting with the Group on barriers to growth and ensuring businesses are at the heart of everything the LEP does. The Group also plays an active role in supporting business growth in the region by helping to coordinate effective communications between the LEP and the business community.

#### Membership

- 2.7 The Group brings together representative organisations and sector bodies in the region, collectively representing around 20,000 local companies. The current membership is set out in the attached **Appendix 3**. It is proposed that Joanna Robinson is appointed as the Chair of the Group.

#### Governance arrangements

- 2.8 Governance documentation for the Group is attached as **Appendix 4** to this report, amended as highlighted to refer to the Group's role set out in the LEP's

Recruitment Procedure for Private Sector Representatives in relation to recruitment processes for the LEP Chair.

### **3. Financial Implications**

3.1 None.

### **4. Legal Implications**

4.1 As an advisory group of the LEP Board, statutory requirements relating to access to information provisions do not apply to the Business Communications Group.

### **5. Staffing Implications**

5.1 None.

### **6. External Consultees**

6.1 None.

### **7. Recommendations**

7.1 That the LEP Board:

- i. Notes the panel (advisory committees) arrangements as set out in this report.
- ii. Endorses current private sector membership, recommends extensions to terms of office and nominates private sector representatives in accordance with the schedules attached as **Appendices 1 and 2** to this report.
- iii. Appoints the Business Communications Group as an advisory group of the LEP Board.
- iv. Confirms the membership of the Business Communications Group as set out in **Appendix 3** to this report.
- v. Endorses the governance arrangements for the Business Communications Group as set out in **Appendix 4** to this report.
- vi. Appoints Joanna Robinson as Chair of the Business Communications Group.

### **8. Background Documents**

8.1 None.

## **9. Appendices**

- Appendix 1 - Schedule of private sector representatives on advisory panels
- Appendix 2 - Schedule of private sector representatives on Business Investment Panel
- Appendix 3 - Membership of the Business Communications Group
- Appendix 4 - Governance arrangements for the Business Communications Group