
Report to: Leeds City Region Enterprise Partnership Board

Date: 6 June 2019

Subject: **Governance arrangements**

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1. Purpose of this report

- 1.1 To review and approve governance documents for the Leeds City Region Enterprise Partnership (LEP).

2. Information

- 2.1 As a matter of good practice, the LEP should review all constitutional documents annually, and the LEP's Procedure Rules require this to be carried out at the LEP's annual meeting.
- 2.2 The "Annual Conversation" performance review of the LEP carried out by the Cities and Local Growth Unit in February rated the LEP's overall governance arrangements as good. More information about the LEP's Annual Performance Review 2018/19 can be found [here](#).
- 2.3 A review of LEP governance documents was carried out as part of the review of the LEP's Local Assurance Framework, further to the revised National Local Growth Assurance Framework guidance issued by the Department for Communities and Local Government in January 2019. Amendments to governance documents to secure compliance with the guidance were approved by the LEP at its meeting in March 2019.
- 2.4 A new Conflicts of Interest Process and Protocol was also jointly adopted and implemented by the LEP and the Combined Authority, further to the Combined Authority meeting on 25 April 2019.
- 2.5 Due to the recent review, there are few amendments proposed to the majority of the LEP's governance documents, other than minor amendments for updating and clarification purposes.
- 2.6 The following amendments are proposed, as highlighted on the relevant appendices:

Appendix	Document	Proposed amendment	
App 1	LEP Constitution	Paras 6.5 and 7.6	Insert additional references to the Conflicts of Interest Policy and Protocol
App 2	LEP Procedure Rules	Rule 6.1	Insert receiving the Annual Scrutiny Report as annual meeting business
		Rule 7	Amend “LEP business” to “LEP activities” for clarification
App 3	Access to information Annex	Part 3	Insert references to the Transparency Code 2015, for completeness and to promote transparency
App 4	Code of Practice for recording meetings	New para 2	Insert provisions relating to LEP and Combined Authority recording of meetings
App 5	LEP Whistleblowing Policy	Para 2	Updated post title
		Footnote 2 - new	Clarify that reporting is by reference to the financial year
App 6	LEP’s Confidential Complaints Procedure	Para 11	Clarify that reporting is by reference to the financial year
App 7	Recruitment Procedure for Private Sector Representatives	New footnote 1	Clarify that the procedure may not be followed in exceptional circumstances

Standards arrangements

- 2.7 Amendments are proposed to the LEP Board Members’ Code of Conduct, and the Procedure for Considering Complaints about Conduct. Some of these follow best practice recommendations made by the Committee on Standards in Public Life in its report on standards in local government. Although the report did not directly address standards for local enterprise partnerships, the Head of Legal and Governance Services has reviewed the LEP’s arrangements against the best practice recommendations. Consequently, some amendments are proposed, to further enhance transparency and promote high standards of conduct. Appendix 8 to this report sets out the best practice recommendations, and the consequential recommendations to the LEP which flow from them.
- 2.8 The following amendments are proposed to the LEP’s governance documents relating to standards:

Appendix	Document	Proposed amendment	
Appendix 9	LEP Board Members' Code of Conduct	Various - further to the report of the Committee on Standards in Public Life	See further Appendix 8
		New footnote to Para 1	Clarify the scope of the Code.
		Para 11 – new footnote	Clarify the requirement for a member to review their register of interests before a meeting
		Para 16	Clarify when a restriction on participation arises
		Para 17	Insert reference to the Conflicts of Interest Policy and Protocol
		Schedule of interests – new footnote	Clarify, to reflect Para 9
		Revised Appendix A	Clarify and insert new general principles relating to Gifts and Hospitality
Appendix 10	LEP Procedure for considering complaints about conduct	Various - further to the report of the Committee on Standards in Public Life	See further Appendix 8
		Minor amendments	To clarify and update
		Para 22	Clarify that the annual report

			relates to complaints during the previous financial year
Appendix 11	Conflicts of Interest Policy	None	
Appendix 12	Conflicts of Interest Protocol	Para 8	Clarify that the annual report relates to applications the previous financial year

2.9 Item 10 on this agenda provides annual accountability reports, in relation to the complaints and whistleblowing procedures and the management of conflict of interests during the 2018/19 financial year.

3. Financial Implications

3.1 None arising in respect of this report.

4. Legal Implications

4.1 None arising in respect of this report.

5. Staffing Implications

5.1 None arising in respect of this report.

6. External Consultees

6.1 None.

7. Recommendations

7.1 That the LEP Board reviews and approves the LEP's governance documents attached to this report as follows:

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

- Appendix 11 – Conflicts of Interest Policy
- Appendix 12 – Conflicts of Interest Protocol

8. Background Documents

8.1 None.

9. Appendices

Appendix 1 – LEP Constitution

Appendix 2 – LEP Procedure Rules

Appendix 3 – Access to information Annex

Appendix 4 – Code of Practice for recording meetings

Appendix 5 – LEP Whistleblowing Policy

Appendix 6 – LEP's Confidential Complaints Procedure

Appendix 7 – LEP's Recruitment Procedure

Appendix 8 – Best practice recommendations from the Committee on Standards in Public Life

Appendix 9 – LEP Board Members' Code of Conduct

Appendix 10 – LEP Procedure for considering complaints about conduct

Appendix 11 – Conflicts of Interest Policy

Appendix 12 – Conflicts of Interest Protocol