

**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.