

**MINUTES OF THE MEETING OF THE  
LEEDS CITY REGION ENTERPRISE PARTNERSHIP BOARD  
HELD REMOTELY ON THURSDAY, 3 SEPTEMBER 2020**

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**Present:**

Roger Marsh OBE DL (Chair)	Private sector member & LEP Chair
Prof Shirley Congdon	FE and HE representative
Kate Hainsworth	Private sector member & LEP Diversity Champion
Amir Hussain	Private sector member
Rashik Parmar MBE	Private sector member & Chair, Employment & Skills Panel
Professor Simon Pringle	Private sector member & Chair, Green Economy Panel
Kamran Rashid	Private sector member
Mandy Ridyard	Private sector member
Mark Roberts (Deputy Chair)	Private sector member
Kully Thiarai	Private sector member
Andrew Wright	Private sector member & Chair, Business Innovation & Growth Panel
Councillor Susan Hinchcliffe	Bradford Council
Councillor Tim Swift MBE	Calderdale Council
Councillor James Lewis (Substitute)	Leeds City Council
Councillor Peter McBride (Substitute)	Kirklees Council

**In attendance:**

Tom Riordan	Leeds City Council
Peter Mucklow	LEP Senior Sponsor
Ben Still	LEP/West Yorkshire Combined Authority
Caroline Allen	LEP/West Yorkshire Combined Authority
Angela Taylor	LEP/West Yorkshire Combined Authority
Brian Archer	LEP/West Yorkshire Combined Authority
Alan Reiss	LEP/West Yorkshire Combined Authority
Henry Rigg	LEP/West Yorkshire Combined Authority
Ian Smyth	LEP/West Yorkshire Combined Authority
Patrick Bowes	LEP/West Yorkshire Combined Authority
Lynn Cooper	LEP/West Yorkshire Combined Authority
James Flanagan	LEP/West Yorkshire Combined Authority
Emma Longbottom	LEP/West Yorkshire Combined Authority
Julie Haigh	LEP/West Yorkshire Combined Authority
Ruth Chaplin	LEP/West Yorkshire Combined Authority

## **28. Apologies for Absence**

Apologies for absence were received from Helen Featherstone, Joanna Robinson and Councillors Judith Blake, Denise Jeffery and Shabir Pandor.

## **29. 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.

## **30. Exclusion of the Press and Public**

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

## **31. Minutes of the meeting held on 14 July 2020**

**Resolved:** That the minutes of the meeting held on 14 July 2020 be approved.

## **32. LEP Governance Arrangements**

The Board considered a report of the Director, Corporate Services on LEP governance arrangements which:

- Set out the LEP's governance arrangements, further to the postponement of the scheduled annual meeting in June 2020, due to the COVID-19 pandemic.
- Provided the annual summary of remuneration and expenses paid to members of the LEP.
- Provided recommendations in respect of private sector representations on the West Yorkshire Combined Authority's advisory panels which report to the LEP.

The Board was advised that the Secretary of State for International Trade has approached the LEP Chair to join a senior group of experts focussed on advising on the investment chapters of the Free Trade Agreements (FTAs). The Trade Advisory Group for Investment will work alongside the Government to achieve the best possible outcomes as part of these negotiations. Members welcomed the opportunity for the City Region to be represented at the meetings and endorsed the Chair's appointment to the Department for International Trade (DIT) Trade Advisory Group for Investment.

### **Resolved:**

- (i) That the LEP Board notes and confirms the governance arrangements for the LEP as set out in the submitted report and appendices 1 and 2.

- (ii) That the annual summary of remuneration and expenses, attached as appendix 3 to the submitted report be noted.
- (iii) That private sector LEP Board members Kamran Rashid and Kully Thiarai be nominated to the Inclusive Growth & Public Policy Panel and Helen Featherstone to the Place Panel and that these proposals be considered by the Combined Authority at their next meeting.
- (iv) That the LEP Board endorses the LEP Chair's appointment as a member of the DIT Trade Advisory Group for Investment.

### **33. Annual Accountability Report**

The Board considered a report of the Director, Corporate Services which:

- Provided annual reports in respect of complaints and concerns raised about the LEP and/or members of the LEP Board this year.
- Provided a summary of applications for grants considered during the last financial year under arrangements to address conflicts of interest.

It was reported that no complaints had been received either in this year or preceding ones and this was welcomed by the Board.

Members noted the summary of grant applications considered during 2019/20 which were attached at Appendix 1.

#### **Resolved:**

- (i) That the LEP Board notes that no complaints or concerns have been raised this year about the LEP (or about any member of the LEP Board) under the LEP's complaints procedures, the Combined Authority's complaints policy and the LEP's whistleblowing policy.
- (ii) That the LEP Board notes the summary set out in Appendix 1 to the submitted report relating to grant applications considered under conflict of interest arrangements in place during 2019/20.

### **34. Annual Scrutiny Report**

The Board considered a report of the Director, Corporate Services on the scrutiny annual report 2019/20.

The annual report was attached at Appendix 1 and Members noted the summary of the work undertaken by the Overview and Scrutiny Committee during the 2019/20 municipal year.

**Resolved:** That the annual report summarising the work undertaken by the Overview and Scrutiny Committee in 2019/20 be noted.

### **35. Annual Report - Equality & Diversity Policy and Statement**

The Board considered a report of the Director, Policy Strategy and Communications on the Equality and Diversity Policy Statement.

The Equality and Diversity Statement, which forms part of the LEP's Assurance Framework, was attached at Appendix 1 to the submitted report. It was noted that this requires the Board to identify at its annual meeting a member to act as the LEP's Diversity Champion and it was therefore agreed that Kate Hainsworth continue in the role.

Kate Hainsworth welcomed the challenges and the ambition to eradicate poverty and deprivation and looked forward to working closely with the Panel Chairs and officers. Members discussed the importance of promoting diversity and inclusion, eliminating discrimination and ensuring that everyone can realise their full potential through the skills/education agenda. Members wished to see equality and diversity indicators imbedded in all programmes of the LEP.

Tables outlining the composition of the LEP Board and the private sector representatives on the Combined Authority's advisory committees were attached at Appendices 2 and 3.

#### **Resolved:**

- (i) That the report be noted.
- (ii) That the Equality & Diversity Policy and Diversity Statement which forms part of the LEP's Assurance Framework be approved.
- (iii) That Kate Hainsworth continues in the position of LEP Diversity Champion.

### **36. Annual Review**

The Board considered a report of the Director of Economic Services on the annual review 2019/20.

The achievements and work undertaken by the LEP during 2019/20 were summarised in the annual Delivery Plan together with the priorities for 2020/21. The latest version of the Delivery Plan was attached at Appendix 3 to the corporate performance report at agenda item 15.

The positive impact the LEP's work had achieved across the Leeds City Region was highlighted which included the support given to businesses, the success of the Growth Deal, strengthening skills and investment including attracting new businesses to the region.

Over the next 12 months the focus will be on supporting the region to successfully recover from both the short and long-term impacts of the COVID-

19 pandemic and the £1.8 billion West Yorkshire devolution deal in order to achieve the priorities of boosting productivity, enabling inclusive growth, tackling the climate emergency and delivering 21<sup>st</sup> century transport.

Thanks were given to officers and partners for their tireless work in helping the region's businesses and communities and particularly the challenges faced during the pandemic.

**Resolved:** That the successes achieved by the LEP in 2019/20 be noted.

### **37. Public Question Time**

The Board considered a report of the Director, Policy Strategy and Communications which provided an overview of the LEP Question Time session which took place as part of the remote meeting.

Members of the public and business community had been invited to submit questions to the LEP Board via social media or email. A selection of questions covering a number of topics were covered at the meeting. Written answers will be published on the LEP website by 5 October 2020, together with answers to all the questions received which could not be discussed at the meeting due to time constraints.

The LEP Board thanked the public for their submissions and encouraged them to continue to contact the LEP with any further questions.

**Resolved:** That the report be noted.

### **38. Economic Reporting**

The Board considered a report of the Director, Policy Strategy and Communications which provided an update on the latest activity and intelligence around understanding the impact of COVID-19 since the last meeting.

Members discussed the most recent developments and information which was outlined in the report and the latest Leeds City Region COVID-19 monitor was attached at Appendix 1.

It was reported that the Research & Intelligence Team have launched an online business survey to gain more structured intelligence and this will be used to support the LEP's recovery response work.

**Resolved:** That the report be noted.

### **39. Covid-19**

The Board considered a report of the Director, Economic Services on COVID-19.

Members noted and discussed the progress on the delivery and development of products and services in response to the crisis.

The first version of the West Yorkshire Economic Recovery Plan had been endorsed by the Combined Authority on 27 July 2020. Further work had been undertaken to include more on culture and the role of place and it will continue to be kept under review as the implications of the pandemic continue to develop. The five local authority Leaders and Chair of the LEP have written to the Chancellor and asked for a meeting to discuss how the plan can be taken forward. Copies of the plan, summary and the letter had all been published on the Combined Authority's website.

**Resolved:**

- (i) That the progress on the delivery and development of the response to the COVID-19 crisis be noted.
- (ii) That the first version of the West Yorkshire COVID-19 Economic Recovery Plan be endorsed.

**40. Panel and Committee Reports**

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

Members noted the update of the Place Panel meeting which had been held on 28 July 2020 and Councillor Swift outlined their ongoing activities.

In respect of the LEP Capital Programme (Investment Committee) update, the Board noted the overview of recent funding awarded through the Getting Building Fund which was outlined in the submitted report. A summary of the activity currently underway to review the Assurance Framework in readiness for becoming a Mayoral Combined Authority was also provided in the report together with an update on the progress of the LEP capital programme for 2020/21.

It was reported that although the Green Economy Panel had not met since the last LEP Board meeting, Simon Pringle had held an online session for Members regarding the ongoing work and challenges being faced in tackling the climate emergency. A number of workshops had also been arranged to look at how the LEP's commitments and aspirations can be put into practical action and all Members were welcome to attend.

Andrew Wright provided an update on the activities of the University of Leeds led MIT REAP (Massachusetts Institute of Technology Regional Entrepreneurship Acceleration) programme. He advised the two key platforms, Leap and Build, had recently been launched and further information on these initiatives would be circulated to Members.

**Resolved:** That the reports be noted.

#### **41. Strategic Economic Framework**

The Board considered a report of the Director, Policy Strategy and Communications on the development of the Strategic Economic Framework (SEF).

It was noted that since 2016, the Strategic Economic Plan (SEP) has set out the Authority's priorities for growth and development and will continue to be used for Growth Deal programmes until it ends in March 2021. Members were advised that the Strategic Economic Framework (SEF) has now been developed to reflect the growing range of policy areas that the Combined Authority operates in, changing national political and economic circumstances and the need to incorporate the future mayor's manifesto commitments.

Members discussed the SEF which will form the new overarching economic strategy for the region setting out the vision and priorities for achieving this. The document will have five sections: Our Vision, Our Priorities, Our Policies and Strategies, Our Partnerships, and Monitoring and Impact and these were outlined in the submitted report. Members welcomed this approach and wanted to see inclusive growth and equality measures incorporated into the monitoring and impact indicators.

The SEF will inform the production of the Single Investment Fund strategy and the updated Assurance Framework. The SEF would be considered by the Combined Authority at their meeting on 4 September 2020 and, once adopted, it was proposed that it be formally reviewed every six months. Any new policies, strategies or major amendments will be considered by the Combined Authority following consideration by the appropriate advisory panel.

#### **Resolved:**

- (i) That the LEP Board notes that the Strategic Economic Plan will continue to be used for Growth Deal programmes until it ends in March 2021.
- (ii) That the LEP Board endorse the concept and content of the Strategic Economic Framework (SEF).
- (iii) That the intention for future policies, strategies and changes to the SEF be brought to the LEP Board and advisory panels for consideration as appropriate be noted.

#### **42. Corporate Performance**

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

Members noted the final (unaudited) revenue budget position for 2019/20 which was attached at Appendix 1 and a summary of the 2020/21 current

revenue spend to original budget as at June 2020 was attached at Appendix 2.

It was reported that further work had been undertaken on the 2020/21 LEP Annual Delivery Plan, which was attached at Appendix 3, to ensure that this now reflects the key areas of priority to aid the COVID-19 recovery. In noting the updated version, the Board agreed that final approval of the content be delegated to the Managing Director in consultation with the LEP Chair.

Summaries of the performance and strategic organisational risks were provided in Appendix 4 and it was noted that these had been updated to include strategic risks related to the ongoing COVID-19 pandemic.

**Resolved:**

- (i) That the report be noted.
- (ii) That final approval of the content of the 2020/21 LEP Annual Delivery Plan be delegated to the Managing Director in consultation with the LEP Chair.

**43. Devolution and Single Investment Fund**

The Board noted a report of the Managing Director on Devolution and the Single Investment Fund which:

- Provided an update on the work underway to become a Mayoral Combined Authority (MCA) and to implement the 'minded' to devolution deal.
- Provided an update on the timeline for implementing the statutory process to enact the deal.
- Provided further information on the principles and design of a Single Investment Fund (SIF) as the transition to an MCA is made.

In respect of the public consultation on the Scheme, it was reported that despite the challenges of consulting during the pandemic, over 4,000 responses had been received and the support received was encouraging.

**Resolved:** That the progress made to date be noted.

**44. Minutes of the Meeting of the Combined Authority held on 25 June 2020**

**Resolved:** That the minutes of the West Yorkshire Combined Authority held on 25 June 2020 be noted.

**45. Draft Minutes of the meeting of the Combined Authority held on 27 July 2020**

**Resolved:** That the draft minutes of the West Yorkshire Combined Authority held on 27 July 2020 be noted.

**46. Date of Next Meeting**

The next meeting will be held on Tuesday 17 November 2020.