

**MINUTES OF THE MEETING OF THE  
LEEDS CITY REGION ENTERPRISE PARTNERSHIP BOARD  
HELD REMOTELY ON TUESDAY, 17 NOVEMBER 2020**

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**Present:**

Roger Marsh OBE DL (Chair)	Private sector member & LEP Chair
Prof Shirley Congdon	FE and HE representative
Helen Featherstone	Private sector member
Kate Hainsworth	Private sector member & LEP Diversity Champion
Rashik Parmar MBE	Private sector member & Chair, Employment & Skills Panel
Mandy Ridyard	Private sector member
Mark Roberts (Deputy Chair)	Private sector member
Joanna Robinson	Private sector member
Andrew Wright	Private sector member & Chair, Business Innovation & Growth Panel
Councillor Judith Blake CBE	Leeds City Council
Councillor Peter McBride (Substitute)	Kirklees Council
Councillor Jane Scullion (Substitute)	Calderdale Council

**In attendance:**

Councillor Andrew Waller	City of York Council
Tom Riordan	Leeds City Council
Peter Mucklow	LEP Senior Sponsor
Ben Still	LEP/West Yorkshire Combined Authority
Caroline Allen	LEP/West Yorkshire Combined Authority
Brian Archer	LEP/West Yorkshire Combined Authority
Melanie Corcoran	LEP/West Yorkshire Combined Authority
Dave Pearson	LEP/West Yorkshire Combined Authority
Alan Reiss	LEP/West Yorkshire Combined Authority
Angela Taylor	LEP/West Yorkshire Combined Authority
Ian Smyth	LEP/West Yorkshire Combined Authority
James Hopton	LEP/West Yorkshire Combined Authority
Patrick Bowes	LEP/West Yorkshire Combined Authority
James Flanagan	LEP/West Yorkshire Combined Authority
Judith Furlonger	LEP/West Yorkshire Combined Authority
Sonya Midgley	LEP/West Yorkshire Combined Authority
Justin Wilson	LEP/West Yorkshire Combined Authority
Ruth Chaplin	LEP/West Yorkshire Combined Authority

**47. Apologies for Absence**

Apologies for absence were received from Amir Hussain, Simon Pringle,

Kamran Rashid, Kully Thiarai and Councillors Susan Hinchcliffe, Denise Jeffery, Shabir Pandor and Tim Swift.

#### **48. Chair's Comments**

The Chair advised that Amir Hussain was unable to attend the meeting as he had recently lost his brother to Covid-19 and was also unwell and recovering from it himself. The Board asked that the Chair write to express their condolences to Amir and his family and for his speedy recovery.

#### **49. 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 an other interest in agenda item 7(b), Place Panel Update, as she is a member of the Regional Flood and Coastal Committee.

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

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

#### **51. Minutes of the meeting held on 3 September 2020**

**Resolved:** That the minutes of the meeting held on 3 September 2020 be approved.

#### **52. 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.

The latest Leeds City Region COVID-19 monitor was attached at Appendix 1 but it was noted that the data available primarily related to the period before the start of the second national lockdown on 5 November 2020. Members were provided with a verbal update and discussed the most recent developments and information.

Members noted feedback received from businesses in respect of the grant support being provided and the difficulties being experienced regarding cashflow.

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

### 53. Covid-19

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

Members noted the progress on the delivery and development of products and services and the update on the West Yorkshire Economic Recovery Plan. This had been endorsed and adopted by the Combined Authority on 4 September 2020 and details were outlined in the submitted report.

The Board discussed the support being provided to businesses by the Combined Authority/LEP and also the employment and skills support. In respect of employment, it was recognised that the pandemic was having an impact on 16-24 year olds and it was reported that the Combined Authority was developing a proposal for skills support through the Employment Hub and Re[boot] initiatives, as a first step in the delivery of the West Yorkshire Economic Recovery Plan.

Members discussed the deferral of the £1,000 incentive to businesses for bringing back furloughed workers. Feedback from the Federation of Small Businesses and the Leeds Chamber of Commerce had indicated that although this incentive was due to be renewed in January, the deferral was having an immediate cashflow impact on businesses.

**Resolved:** That the progress on the delivery and development of the response to the COVID-19 crisis be noted.

### 54. Panel and Committee Reports

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

It was reported that the Business Innovation and Growth Panel had met on 8 September 2020 and the Board noted the update provided on the significant areas of activity discussed at the meeting. This included the work undertaken in partnership with Be the Business and NatWest to promote the new Female Entrepreneurship Mentoring Platform and programme and Panel members were thanked for their involvement in the mentoring support being provided as part of the initiative.

The Employment and Skills Panel had met on 14 September 2020 and the report provided an update on the work of the Panel, devolution of the Adult Education Budget (AEB) and the Employment and Skills Plan refresh.

In respect of the Place Panel, it was reported that some significant topics had been considered at their meeting. These included updates on the Towns Fund programme, Brownfield Housing Fund and Revenue Fund, the pipeline of priority Flood Risk Management (FRM) schemes and information relating to the Government consultations regarding changes to the planning system. Members welcomed the continuing partnership working with North Yorkshire

LEP. It was reported that Helen Simpson had recently been appointed as the incoming Chair of the North Yorkshire LEP from March 2021 and the Chair would send a letter of congratulations on behalf of the Board.

The Board noted the recent work of the Inclusive Growth and Public Policy Panel. The update provided information on the support for the region's Third Sector, which would have a crucial role in the economic recovery of the region. The Panel had undertaken unconscious bias training and had also been working on the developing the proposals for a Good Work Standard and a Strategic Framework and delivery programme. With regard to the Strategic Framework, it was proposed that a report be brought to the next meeting of the LEP Board.

The LEP Capital Programme (Investment Committee) report provided an update on the implementation of the LEP capital programme for 2020/21 and updates on the Growth Deal programme, including the Enterprise Zones, a summary of the current activity ongoing to develop the Getting Building Fund projects and details of the commencement of the new Broadband Contract 3.

It was reported that the Growth Deal Cities and Local Growth Unit (CLoG) monitoring return for quarter 2 was due for submission on 20 November 2020 and the Board endorsed the dashboard which had been circulated prior to the meeting.

The Green Economy Panel were due to meet the following day and it was reported that the Combined Authority had received a Municipal Journal achievement award for their leadership in tackling the climate emergency. The Board congratulated officers on receiving the award and asked that their thanks also be passed to Simon Pringle and the Green Economy Panel for the valuable work they were undertaking. A report on the next stages of the Carbon Emissions Reduction Pathways work would be brought to the next meeting.

It was reported that the Business Communications Group had met on 16 November 2020 and Joanna Robinson provided a summary of the main topics which had been discussed. It was noted that cashflow was the main concern for most businesses and the deferral of the job retention bonus had also been raised as many businesses had incorporated this into their budgets and forecasts. Brexit had also been discussed and the need for timely communications for Brexit and also any new Covid rules following the second lockdown was vital for businesses to prepare as short notice decisions were making it difficult for them to plan.

The Panel Chairs were thanked for their updates.

**Resolved:**

- (i) That the reports be noted.
- (ii) That the Growth Deal Cities and Local Growth Unit (CLoG) monitoring

Return for submission by 20 November 2020 be endorsed.

## 55. Future-Ready Skills Commission

The Board considered a report of the Director, Policy, Strategy and Communications on the Future-Ready Skills Commission.

The final report of the Future-Ready Skills Commission was launched online on 24 September 2020 and had received positive feedback and support. Members welcomed the report which set out the blueprint for a radical shift in powers and responsibilities for a future-ready skills systems. They discussed the Skills Commission's recommendations outlined in the submitted report and noted the executive summary which was attached at Appendix 1.

The next steps for implementation and the need for the investment strategy to be aligned with the Skills Commission's recommendation of creating skills funding for every public infrastructure project were discussed and it was proposed that a further report be prepared for a future meeting. The importance of inclusivity was recognised and the aspiration for skills funding to be devolved to local level was emphasised.

Members were thanked for their feedback.

**Resolved:** That the next steps following publication of the final report of the Skills Commission be noted.

## 56. Assurance Framework Review

The Board considered a report of the Director of Delivery on the review of the Assurance Framework.

Members were provided with an update on progress relating to changes proposed to the Leeds City Region Assurance Framework arising from the West Yorkshire Devolution Deal for a Mayoral Combined Authority to be established.

A copy of the revised Assurance Framework was attached at Appendix 1 and the key changes which were outlined in the submitted report. The Board considered the proposed revisions and approved the substantive form of the draft Assurance Framework subject to the incorporation of any further feedback. It was noted that the document had been reviewed by:

- the Investment Committee
- the Combined Authority (for initial feedback and comments)
- the Overview & Scrutiny Committee (and their Finances & Corporate Working Group)

The Assurance Framework will be sent to Government on 1 December 2020. It was agreed that authority to finalise the Assurance Framework and approve its submission be delegated to the Combined Authority's Managing Director in

consultation with the Chairs of the LEP Board and Combined Authority. The document will then be formally approved by the Combined Authority on 10 December 2020 and implemented in February 2021 once the MCA Order is approved.

**Resolved:**

- (i) That the substantive form of the draft Assurance Framework be approved, subject to the incorporation of any further feedback.
- (ii) That authority to finalise the Assurance Framework and approve its submission to Government be delegated to the Combined Authority's Managing Director in consultation with the Chairs of the LEP Board and Combined Authority and to make any further in year changes as may be required.

**57. Convention of the North & NP11 Spending Review Submission and Covid-19 Statement**

The Board considered a report of the Director, Policy, Strategy and Communications on Convention of the North and NP11 Spending Review Submission and COVID-19 statement.

Members discussed the Convention of the North/NP11 Spending Review Submission: the levelling up deal for the North which was attached at Appendix 1. This had been submitted to the Chancellor of the Exchequer ahead of the Spending Review and Devolution White Paper with a call to deliver levelling up for the North. The statement set out the deal, the recovery challenge and the delivery priorities and associated asks of Government. The priorities align closely with the region's ambitions and policy response to COVID-19 and also with the Combined Authority/LEP's spending review submission and details were outlined in the submitted report.

The Convention of the North and NP11 prepared a joint statement in response to COVID-19 and a copy was attached at Appendix 2.

**Resolved:**

- (i) That the Combined Authority/LEP Spending Review submission be noted.
- (ii) That the Convention of the North/NP11 Spending Review Submission: the levelling up deal for the North and Covid-19 Statement attached at Appendices 1 and 2 be noted.

**58. Governance Arrangements**

The Board considered a report of the Director, Corporate Services on governance arrangements.

It was noted that the following Panel members' terms of office are due to end in the near future:

Business Innovation & Growth Panel

Will Roebuck  
Mike Danby  
Philip Wilson  
Simon Wright

Employment & Skills Panel

Glynn Robinson

Green Economy Panel

Bill Firth  
Natasha Luther-Jones  
Alice Owen

Business Investment Panel

Simon Wright  
Michael Allen  
Jonathan King  
Gareth Yates

In order to reflect the valuable contribution they make to the work of the Panels and the LEP, it was proposed that their terms of office be extended for one year and details were set out in Appendix 1 to the submitted report. This would ensure continuity whilst work is undertaken in respect of the West Yorkshire devolution deal which includes the consideration of future decision making structures and procedures.

The Chair thanked all Board and Panel members for their continued involvement and support.

**Resolved:** That the proposals in relation to the extension of terms of office of the private sector members of the advisory panels as set out in Appendix 1 to the submitted report be recommended to the Combined Authority for approval.

**59. Corporate Performance Report**

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

Members noted the summary of the 2020/21 revenue budget spend as at August 2020 which was attached at Appendix 1. It was reported that work to develop a balanced budget position by the end of the financial year continued, taking into account the budget gap caused by COVID-19. Work has

commenced on the development of budgets and business plans for the 2021/22 financial year and the need to build some flexibility into business plans to take account of the issues arising from the pandemic and the formal exit from the European Union was noted. Whilst future funding remains uncertain, including continuation of some existing LEP funding streams, it was hoped that the one-year Comprehensive Spending Review to be announced on 25 November 2020 may provide some clarification.

Summaries of the performance and strategic organisational risks were provided in Appendix 2 and included those related to the ongoing COVID-19 pandemic.

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

**60. Draft Minutes of the Meeting of the Combined Authority held on 4 September 2020**

**Resolved:** That the minutes of the West Yorkshire Combined Authority held on 3 September 2020 be noted.

**61. Date of Next Meeting**

The next meeting will be held on Wednesday 20 January 2021.