



INTEGRATION PLAN TEMPLATE

INTRODUCTION AND GUIDANCE

The Levelling Up White Paper set out the UK Government's ambition for more integrated, better aligned and empowered local institutions with the tools they need to unlock economic growth and 'level up' at a local level. To that end, the Government is encouraging the integration of LEPs and their business boards into mayoral combined authorities (MCAs), the GLA and institutions with devolved powers for the purpose of hosting a county deal.

This document is intended to provide an illustrative template for those developing integration plans. It should be read in parallel with the guidance published on Local Enterprise Partnership integration on 31 March 2022, available at the following link:

<https://www.gov.uk/government/publications/local-enterprise-partnerships-integration-guidance>

The precise blend of LEP services and functions to be integrated will differ depending on local circumstances. Those leading the integration planning process are therefore asked to complete only those sections below which apply in their case.

The document is structured around the following key themes:

- SECTION 1: CORE INFORMATION
- SECTION 2: GEOGRAPHY & GOVERNANCE
- SECTION 3: BUSINESS VOICE
- SECTION 4: PROJECTS, PROGRAMMES AND SERVICES
- SECTION 5: FINANCE & ASSETS
- SECTION 6: STAFFING
- SECTION 7: TIMESCALES & DELIVERY

It is recognised that many of the issues covered in this template will require further development and testing ahead of any formal integration. Those completing the document are therefore encouraged to share as much detail as possible, including any emerging solutions where plans are yet to be finalised.

Any commercially sensitive information may be submitted in parallel to the main integration plan. The use of annexes is also recommended for non-sensitive issues where more detail is required.

Completed plans should be sent to the central LEP Integration inbox (LEP.Integration@levellingup.gov.uk) and copied to the relevant Area Lead in the Cities and Local Growth Unit.

The first deadline for submission of plans to government is 23:59hrs on Friday 29 July 2022. Where more time is needed, areas will have until Friday 27 January 2023 to submit their integration plans.

SECTION 1: CORE INFORMATION

Core Details & Current Arrangements	
1.1 Name of authority into which LEP role and functions are being integrated.	West Yorkshire Combined Authority
1.2 Current relationship with the LEP	<p>The LEP is integrated into the structure of the Combined Authority (CA) and the CA is currently the accountable body for the LEP. Officers are employed by the CA but work across the agendas of both the LEP and CA.</p> <p>In governance terms:</p> <ul style="list-style-type: none"> • The Mayor and local authority leaders are members of the LEP Board • A nominated LEP Board member is a member of the Combined Authority. • Private sector LEP Board members are vice-chairs with voting rights on CA thematic committees. • All CA thematic committees are made up of a mixture of public and private sector members.
1.3 Name of LEP(s) which is to be integrated.	Leeds City Region Local Enterprise Partnership
1.4 LEP geography	The LEP geography covers the five local authorities of West Yorkshire – Bradford, Calderdale, Kirklees, Leeds and Wakefield.
Integration Leads	
1.5 Contact details for integration leads	<p>Political lead: Tracy Brabin – Mayor of West Yorkshire, LEP lead: Mark Roberts – Deputy LEP Chair</p> <p>Officers: Ben Still – Managing Director of the Combined Authority and LEP Emma Longbottom – Head of Policy and Strategy Coordination</p>

SECTION 2: GEOGRAPHY & GOVERNANCE

Geography		
2.1 (a) Is the local LEP geography coterminous with the (M)CA boundary or the area over which a devolution deal is being negotiated?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2.1 (b) If not, does the area situated outside the MCA or devolution deal geography constitute a functional economic area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2.2 (a) Is it viable to maintain a separate LEP for the outstanding area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
This is N/A as the LEP is not currently separate to the Combined Authority.		
2.2 (b) If not, please describe the proposed solution for maintaining relevant LEP functions in the area that will remain outside the (M)CA boundary or devolution deal geography.		
N/A		

SECTION 3: BUSINESS VOICE

Current and Future Activity
<p>Please set out how you intend to embed a strong and independent local business voice in the (M)CA or institution with devolved powers for the purpose of hosting a county deal. Answers should cover the following points:</p> <ul style="list-style-type: none"> (a) Proposed Model (e.g. a business board or sub-board); (b) Expected Role (e.g. how will members be meaningfully involved in decision making?); (c) Membership (including the mix and balance of independent business members and other partners drawn from outside of the business community); (d) Future Recruitment (including details of how you will ensure business members are openly recruited and politically independent); (e) Continuing Partnerships (e.g. will the business board or equivalent structure continue playing a role in any existing partnerships such as Town Deal Boards?).
<p>(a) Proposed Model</p> <p>We propose to maintain and strengthen our current model. As such the name Leeds City Region Local Enterprise Partnership will be retained.</p> <p>The LEP will be a non-statutory partnership body to drive inclusive growth and improve productivity, with public and private membership. It will become the primary business advisory board to the Mayor and the MCA and provide strategy and policy advice to the MCA to meet the current and future needs of the region's economy. It will remain a conduit for business/private sector voice onto MCA decision making committees.</p> <p>Formal LEP Board meetings will remain in public and be properly constituted, as per the current board. However, the LEP Board will have an advisory rather than decision making role within the wider CA governance.</p> <p>(b) Expected Role</p> <p>The focus of the LEP Board will be provide a private sector voice to the decisions of the Combined Authority specifically relating to economy, productivity, inclusive growth and employment and skills. Its role will be advisory.</p> <p>In addition, the Combined Authority may request that the LEP considers 'deep dive' questions as required, regarding the economy to support and enable evidence-based decisions to be made.</p>

Members will continue to be part of decision making as follows:

- Private sector vice-chairs with voting rights on MCA committees to be retained.
- Private sector members to remain as advisory members of MCA decision making committees.
- Strong links with the business representative groups to be retained and strengthened where possible.

(c) Membership

The membership of the LEP board will continue to be focussed on the business community, and be predominantly made up of diverse private sector representatives and business. This includes representatives from VCSE and business representative groups.

In addition, all private sector members on all CA committees will continue to be part of the LEP family (but not part of the board). This approach should improve diversity, representation and also communication across the spectrum of committees and boards. This wider group would meet informally outside of constituted meetings to discuss pertinent issues. As detailed above, private sector vice-chairs with voting rights on MCA committees will be retained.

We propose to maintain and further strengthen the diversity of the board.

(d) Future Recruitment

Future recruitment will be undertaken using an open and transparent process that has been the hallmark of LEP member appointments to date.

The LEP Chair will become a Mayoral appointment, however this will follow the same open and transparent process. The process would involve current members of the LEP and the MCA on the appointment panel.

(e) Continuing Partnerships

The LEP and private sector members will maintain current partnerships. For example LEP representatives will continue to attend Transport for the North, NP11, Northern Powerhouse Investment Fund (NPIF), British Business Banks' Strategic Oversight Board, Northern Transport Acceleration Council and Department for International Trade's Investment Trade Advisory Group (TAG) meetings.

SECTION 4: PROJECTS, PROGRAMMES AND SERVICES

Current and Future Activity

4.1 Please list the key projects, programmes and services currently delivered by the local LEP.

In each case you should indicate whether, subject to receiving equivalent funding, the (M)CA or institution with devolved powers for the purpose of hosting a county deal would continue to undertake each activity. Where a different set of functions/services is being delivered for a neighbouring area you should repeat the exercise for each individual area.

As the Combined Authority is the accountable body for the LEP all funding and programmes are delivered by the CA. However, the LEP has a key strategic role, providing policy advice, private sector knowledge and shaping delivery. It is the intention that programmes, projects and services will be maintained or enhanced where equivalent funding is available, and in line with the West Yorkshire Investment Strategy.

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SECTION 5: FINANCE & ASSETS N.B. Please submit any commercially sensitive information in parallel to the main integration plan, where appropriate.

Contracts and Liabilities		
5.1 Please list any key existing LEP contracts or liabilities		
N/A As the LEP is part of the Combined Authority all contracts and liabilities sit with the CA as accountable body.		
Novation & Assignment		
5.2 Has agreement been reached on which contracts will need to be transferred ahead of any integration?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
N/A All contracts already come through the Combined Authority as accountable body.		
Assets		
5.3 Please list any significant assets owned by the LEP. (For example, does the LEP own any buildings or intellectual property? Are there any significant capital underspends?)		
N/A As the LEP is part of the Combined Authority all assets sit with the CA as accountable body.		
5.4 Has agreement been reached on how assets will be transferred or divided, where necessary?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
N/A As the LEP is part of the Combined Authority all assets sit with the CA as accountable body.		

SECTION 6: STAFFING – N.B. This section should be treated with the upmost sensitivity. Please submit any sensitive information in parallel to the main integration plan, where appropriate.

Current Personnel		
6.1 Please outline the current structure and composition of LEP staff? (For example, listing the number of FTE posts, by pay band and business area).		
N/A Staff are already integrated into the Combined Authority.		
<p>The LEP chair is the only person who works solely for the LEP. The current chair reaches their full term in June 2022, the post will therefore be vacant during the integration period. It is proposed that the current Deputy Chair will carry out the responsibilities of the Chair. A process to recruit a new chair will commence in September 2022.</p>		
Future staffing implications		
Are existing LEP staff expected to transfer over to a new entity (e.g. an MCA) as part of the integration? Answers should cover whether the Transfer of Undertakings (Protection of Employment) (TUPE) Regulations will apply? And if so, when and how will staff be consulted?		
N/A Staff are already employed by and integrated into the Combined Authority.		

SECTION 7: TIMESCALES & DELIVERY

Proposed Timescale		
7.1 Please set out the ideal timescale for integrating LEP role and functions.		
As the LEP is already integrated into the CA, any further actions detailed will be completed by 31 st December 2022.		
Local Elections		
7.2 Please list the date of any upcoming local elections.		
N/A as Wakefield by election will be prior to submission		
Governance of the Integration Process		
7.3 (a) What mechanisms will be in place to manage the integration process at the local level?		
The governance of the integration will be overseen by the LEP Board and Combined Authority through public meetings.		
7.3 (b) Is the local LEP intending to formally wind down its operations once functions have been fully integrated into local democratic institutions? If so, who will be responsible for managing the transition and any legacy issues?		
N/A LEP operations are already integrated into the Combined Authority.		
Knowledge Management		
7.4 Is there a plan in place to review records ahead of any formal integration to ensure relevant documents are maintained and individuals can continue to access records for continuing work?		
N/A LEP systems and information management are already integrated into the Combined Authority.		
Approvals		
7.5 Has this integration plan been agreed by the relevant boards in both the local LEP(s) and MCA (or institution with devolved powers for the purpose of hosting a county deal)? Please attach a signed letter from the Chair of the local LEP(s) by way of confirmation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Respond to this question and draft letters following discussion at LEP AGM on 15 th June and CA AGM on 23 rd June		