
Report to: Leeds City Region Enterprise Partnership Board

Date: 13 June 2018

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 Over the last year, significant changes were made to LEP governance arrangements including:

- LEP Panels becoming advisory committees of the Combined Authority, to promote integrated, clearer and transparent decision-making, and
- the LEP Board approving a LEP Constitution and supporting suite of governance documents at its meeting in January 2018, further to a review of LEP transparency taking into account the recommendations of the Ney report.

2.2 The Annual Conversation performance review of the LEP carried out by the Cities and Local Growth Unit in February rated the new arrangements very positively. This rating took into account the exemplary compliance with the new requirements to declare interests, achieved within short timescales due to the commitment of members of the LEP Board.

2.3 Further to best practice guidance on local enterprise partnership governance and transparency being finalised by the Department for Communities and Local Government, minor amendments to governance documents were reported to the LEP at its meeting in March 2018.

2.4 A revised National Assurance Framework reflecting the outcome of the Ney report was anticipated in April, but has yet to be published. LEP governance arrangements will need to be reviewed, together with the Leeds City Region Assurance Framework, when the revised National Assurance Framework is published. It is not anticipated that any significant amendments will be

required since the Ney recommendations have already been taken into account. Similarly, LEP governance arrangements will be reviewed on receipt of guidance expected from the Chartered Institute of Public Finance and Accountancy (CIPFA), on the role of the Chief Finance Officer of an accountable body in respect of a local enterprise partnership.

2.5 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.

2.6 The LEP is therefore asked to consider and approve the 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 Board Members' Code of Conduct

2.7 These documents have been reviewed for clarity and consistency of wording, and to comply with new branding guidelines. In addition, the following minor amendments are suggested and highlighted on the relevant appendices:

Appendix 1 – LEP Constitution	Para 8 – clarification of definition of advisory/working groups.
Appendix 2 – LEP Procedure Rules	Rule 2 - interpretation of governance documents outside a meeting to fall to the Head of Legal and Governance Services. Rule 3.4 - provision for Chair to cancel a meeting. Rule 6.1 - clarification of annual meeting business. Rule 10 - clarification of quorum provision. Rule 12 - provision to promote compliance with the privacy rights of individuals. Rule 16 - clarification substitutes' names should be recorded in minutes.
Appendix 3 – Access to information Annex	Provision to promote compliance with the privacy rights of individuals.
Appendix 4 – Code of Practice for recording meetings	None.
Appendix 5 – LEP Board Members' Code of Conduct	Clarification that the Combined Authority's Managing Director is the Chief Executive Officer of the LEP.

2.8 Item 10 on this agenda relates to additional governance documents, specifically the LEP's complaints procedures and whistleblowing policy.

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 approves the governance documents attached as **Appendices 1-5** to this report.

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 Board Members' Code of Conduct