

**LEP Name:** Leeds City Region Enterprise Partnership

Please outline the LEP's plans to address the recommendations below, noting the guidance provided by the Unit. In your response, you should outline any key milestones, risks and issues.

All LEPs must submit the implementation plan template (Annex C) **no later than 31 October 2018** to the LEP policy team in the Cities and Local Growth Unit ([LEPpolicy@communities.gsi.gov.uk](mailto:LEPpolicy@communities.gsi.gov.uk)), copying in your Area Lead. The plan should outline the changes that the LEP is making to ensure that it meets the recommendations set out in the LEP review. It should also outline any key milestones, risks and issues.

**Pre-amble:**

As set out in its September submission on geography, the LEP's proposal is that a new LEP is created by combining the York, North Yorkshire and East Riding LEP, except for the East Riding, and the Leeds City Region Enterprise Partnership, except for Barnsley.

Should agreement be reached to create a new LEP then a cross LEP working group, supported by both LEP Boards, will be developed to undertake a review of decision making in both organisations in order to ensure that decision making involves all parts of the region in an effective and practical way.

While that remains undetermined, this response highlights those issues where the detailed implementation plan will need further refining once there is agreement on geography. For matters that are geography-agnostic, full implementation details are provided.

**Roles and Responsibilities**

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| <p><b>Recommendation:</b></p> <p>We expect all Local Enterprise Partnerships will follow best practice within the sector and <b>produce an annual delivery plan and end of year report.</b></p>   |
| <p><b>Information required in implementation plan:</b></p> <p>Within the implementation plan, the LEP should outline its plans to draft and publish an annual delivery plan by <b>April 2019</b> and an end of year report at the end of the <b>2019-20 financial year.</b></p> <p>Government will work with LEPs to develop qualitative and quantitative measures to report against. As you develop your Local Industrial Strategy, Government expects the delivery plan and end of year report to be linked to the progress of your</p> |

Local Industrial Strategy. The implementation response should provide a commitment to adopt and report against agreed key performance indicators.

**LEP response**

Please outline the LEP's response to the recommendation. The response should consider the information required, outlined above:

The LEP confirms its intention to produce an annual plan and report that captures the qualitative and quantitative points to be set out in the new national Assurance Framework, informed by discussions with the LEP Network.

The LEP, working closely in partnership with the Combined Authority, demonstrates its plans and impact through a single planning and delivery process. The LEP will discuss with partners the optimum way to undertake this in future, balancing the need to be clear about responsibility for delivery with the significant efficiencies and greater effectiveness that stems from a simple, integrated process.

**Key milestones**

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

Following confirmation of the qualitative and quantitative measures to report against, the new project management capacity (see capacity funding submission) will develop an approach to deliver this.

It is expected that a draft plan will go to the LEP Board in March 2019 for agreement, followed by an end of year report at the end of the 2019-20 financial year.

**Key risks and/or issues**

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

That the qualitative and quantitative measures to report against are set out in adequate time.

That the LEP has sufficient capacity to develop an approach to undertake distinct annual planning and reporting (see companion capacity bid document).

## Leadership and Organisational Capacity

### Recommendation:

Government expects that each Local Enterprise Partnership **consults widely and transparently with the business community before appointing a new Chair, and appoints a Deputy Chair.**

### Information required in implementation plan:

Within the implementation plan, you should outline your LEP's draft proposed process for consultation of the business community before appointing a new Chair. LEPs should plan to have this process in place by **28 February 2019.**

### LEP response

Please outline the LEP's response to the recommendation. The response should consider the information required, outlined above:

The LEP recognises the value of having an identified Deputy Chair. That role is currently undertaken by Councillor Tim Swift (Leader, Calderdale), in recognition of the private-public partnership. This means the LEP complies with the requirement to have a Deputy Chair and will review the operation of this as part of the review of existing recruitment processes.

The LEP supports the principle of consulting widely and transparently with the business community before appointing a new Chair. On the appointment process, the LEP's Constitution already makes specific provision for appointing a LEP Chair<sup>1</sup> (and other private sector representatives). It ensures all private sector representatives must be appointed "in accordance with the LEP's diversity statement, and through an open, transparent and non-discriminatory recruitment process, which assesses each candidate on merit." The Constitution specifies the appointment process for the Chair includes "an interview process conducted by an appointments panel, which shall include a private sector representative who is not a member of the LEP Board".

A review of recruitment arrangements for private sector representatives is already underway, which will further detail and formalise the recruitment procedure to be followed to appoint the LEP Chair, Deputy Chair, and other private sector representatives. The protocol will also cover the recruitment of private sector representative to any Combined Authority committee, including the advisory committees which report to the LEP.

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<sup>1</sup> It is not envisaged that the LEP need to appoint a new Chair by 28 February 2019, as the Chair's term of office continues beyond that date.

As part of this review, a role profile for the Chair, Deputy Chair and other private sector roles will be agreed, setting out the posts' responsibilities, and a mechanism for setting any allowance.

The review is being carried out in tandem with a review of the LEP's diversity policy (see further below in response to questions about diversity).

Initial consultation about the recruitment procedure will be carried out with current private sector representatives on the LEP Board and on a joint advisory committee of the LEP / Combined Authority. Input will also be sought from local authority representatives.

Further consultation on proposals will then be carried out through the LEP's Business Communications Group, which is made up of key business representative organisations in the City Region. The Group advises the LEP Board, and brings together organisations and sector bodies collectively representing thousands of local companies across a diverse range of sectors. The Group plays an active role in supporting business growth in the region by helping to coordinate effective communications between the LEP and the business community.

The LEP Board and the Combined Authority (in respect of recruitment to Combined Authority committees) will formally approve the procedure.

Should the creation of a new LEP be agreed, the LEP will carry out the review of recruitment processes collaboratively through the cross LEP working group, with the aim of adopting a consistent approach to facilitate future changes.

### Key milestones

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

| Action  | Date              |
|---|-------------------|
| Review of existing recruitment process  | Already underway  |
| Initial consultation with key stakeholders including current private sector representatives on the LEP      | November/December |
| Business Communications Group consulted on draft procedure  | 12 December 2018  |
| LEP Board approval of recruitment procedure   | 23 January 2019   |
| CA approval of recruitment procedure (so far as it relates to sub-boards that report jointly to LEP and CA) | 14 February 2019  |

**Key risks and/or issues**

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

If this timeline applies then no significant risk or issues arise.

**Recommendation:**

In line with best practice in the private sector, Local Enterprise Partnerships will want to **introduce defined term limits for Chairs and Deputy Chairs** where these are not currently in place.

**Information required in implementation plan:**

Within the implementation plan, you should outline how your LEP plans to introduce defined term limits for Chairs and Deputy Chairs. LEPs should plan to have this process in place by **28 February 2019**. LEPs should also plan to have a Deputy Chair in place by **28 February 2019**.

**LEP response**

Please outline the LEP’s response to the recommendation. The response should consider the information required, outlined above:

The LEP Board agrees with this recommendation.

The LEP’s Constitution (paragraph 4.9) already sets out maximum terms of office for each private sector representative (including the Chair), and maximum number of terms, in line with the local Assurance Framework. No changes are therefore required by 28 February 2019, other than to clarify that the provisions also extend to the Deputy Chair (who is already in place).

For completeness, however, the LEP proposes to review current terms of office at the same time as the new recruitment procedure is being considered.

**Key milestones**

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

| Action   | Date  |
|--|---|
| Review of terms of office  | Concurrent to review of recruitment procedure |
| LEP Board approves amendments to LEP Constitution to reflect outcome of review of existing recruitment processes (e.g. any revised terms of office).         | 23 January 2019                               |
| <b>Key risks and/or issues</b>   |   |
| Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks. |   |
| There are no risks as the LEP is already compliant. It will, nonetheless, review and consider how to strengthen these arrangements as set out.               |   |

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| <p><b>Recommendation:</b></p> <p>Government’s aspiration is that Local Enterprise Partnerships work towards strengthening the representation from the private sector, increasing <b>representatives from the private sector so that they form at least two thirds of the board</b>, to ensure that each Local Enterprise Partnership can truly be said to be business-led. In order to maintain focused board direction and input, Government will work with Local Enterprise Partnerships to establish a <b>maximum permanent board of 20 people</b>, with the option to co-opt an additional five board members with specialist knowledge on a one year basis.<sup>2</sup></p> |
| <p><b>Information required in implementation plan:</b></p> <p>LEPs must be accountable to their area and representative of the communities they serve. Therefore, within the implementation plan, your LEP should outline any changes you plan to make to the composition of the board to meet the review recommendations. As part of this you should outline:</p> <ul style="list-style-type: none"> <li>• how your LEP plans to increase the private sector board membership to 2/3 private sector.</li> <li>• how your LEP will ensure that the board does not exceed a maximum of 20 persons.</li> <li>• arrangements for co-opted members (if applicable).</li> </ul>       |

<sup>2</sup> Any private sector board member must fit the definition of ‘private sector’ as defined by the National Accounts Sector Classification. A private sector member must be or have been employed by an organisation not included as central government, local government or a public corporation as defined for the UK National Accounts.

You should outline how your LEP plans to achieve this board composition over time, for example, in phases. LEPs should plan to have implemented any changes needed to board composition by **the end of the 2019-2020 financial year**.

**LEP response**

Please outline the LEP’s response to the recommendation. The response should consider the information required, outlined above:

The LEP is proud of its strong record of private and public sector partners working together. Increasing the proportion of private sector leaders on the LEP Board provides opportunity to reflect a more diverse range of businesses – in terms of size, sector, location, etc.

The actual phasing will depend significantly on the final agreed LEP geography (unknown at this point), which will determine the degree of change required. The LEP is, though, committed to implementing the recommendation.

On the basis the LEP continues to operate on its current configuration until April 2020, the LEP does not propose to review its public sector membership in order to maintain the strong private/public partnership. In moving towards having a LEP Board membership of at least two thirds private sector representatives and reflect the very diverse economy, the LEP will, therefore, appoint further co-opted members at its annual meeting in June 2019.

Should agreement be reached on transitioning to a merged LEP, it is anticipated that (subject to discussion and agreement with key stakeholders) the cross LEP working group would collaborate on a review of current private sector representatives’ membership and terms of office, with a view to ascertaining how many current private sector representatives could be retained on the new LEP from 2020, and how many vacancies would then arise in order to deliver at least two thirds private sector members.

Should vacancies arise on either LEP before the new LEP is established, it is possible that the recruitment process might involve representatives from both LEPs, to secure representatives who would continue to serve on the new LEP from 2020.

**Key milestones**

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

| Action     | Date            |
|------------|-----------------|
| LEP Board: | 23 January 2019 |

|   |                                  |
|---|----------------------------------|
| <ul style="list-style-type: none"> <li>• approves new recruitment process and diversity statement</li> <li>• agrees amendments to the LEP Constitution to reflect revised membership arrangements (indicated as an aspiration up to 2020)</li> <li>• appoints an interview panel for the private sector recruitment exercise</li> <li>• considers the appointment of any additional co-opted members to be appointed at the annual meeting</li> </ul> |                                  |
| <p>Combined Authority:</p> <ul style="list-style-type: none"> <li>• agrees private sector recruitment process, in so far as this relates to Combined Authority committees, and</li> <li>• appoints to the interview panel (if recruitment is needed to Combined Authority committees)</li> </ul>  | 14 February 2019                 |
| <p>Recruitment process started for additional private sector representatives in accordance with new private sector recruitment procedure</p>  | February 2019                    |
| <p>Interview panel interviews potential private sector representatives</p>  | March/April 2019                 |
| <p>LEP Board appoints</p> <ul style="list-style-type: none"> <li>• any new private sector members at the LEP Board annual meeting</li> <li>• any additional co-opted members to the LEP Board, and</li> <li>• makes recommendations to the Combined Authority about appointments to any Combined Authority committees.</li> </ul>   | 6 June 2019<br>(annual meeting)  |
| <p>Combined Authority appoints private sector representatives to Combined Authority committees.</p>   | 27 June 2019<br>(annual meeting) |
| <p>Repeat of recruitment exercise as needed to comply with requirements (with numbers reflecting the agreed LEP geography)</p>  | Spring 2020                      |
| <p><b>Key risks and/or issues</b></p>   |                                  |

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

There is no particular risk to delivering the recommendation, but there are factors that affect the phasing and extent of steps taken.

The principal consideration is the point at which the LEP's future geography is agreed. This is being managed through proactive and open discussions with local partners and Government.

There is a potential transitional risk with private sector LEP members and in running a viable recruitment process.

**Recommendation:**

Government expects refreshed Local Enterprise Partnership boards to **improve their gender balance and representation of those with protected characteristics**. Our aim is for Local Enterprise Partnership boards to have equal representation of men and women by 2023. As a step towards achieving this, we will replicate the target set in the Hampton-Alexander Review for FTSE 350 boards; Local Enterprise Partnerships should aim for a minimum of a third women's representation on their boards by 2020.

**Information required in implementation plan:**

Within the implementation plan, your LEP should outline how you will demonstrate the work that you will undertake to encourage board diversity, including enacting any changes in the National Assurance Framework.

All LEPs should aspire to achieve gender balanced boards. The implementation plan should include detail on plans to:

- Take action to ensure that at least one third of the LEP's appointed board members are women by **the end of the 2019-2020 financial year**.
- Take action to ensure equal representation of men and women on boards by **the end of the 2022- 2023 financial year**.

**LEP response**

Please outline the LEP's response to the recommendation. The response should consider the information required, outlined above:

The LEP is committed to acting as an exemplar of an inclusive organisation that promotes diverse leadership. As such, it welcomes the opportunity to further improve the gender balance and representation of those with protected characteristics on the LEP Board and its joint sub-boards with the Combined Authority.

The annual review of the Leeds City Region Enterprise Partnership's diversity statement will be reviewed by the LEP at its meeting on 23 January 2019, as part

of the wider review of the LEP's Assurance Framework. The review will take into account any revised National Guidance on the Assurance Framework, the requirements set out in Strengthened LEPs and proactive learning from steps taken by other LEPs to improve diversity (and particularly the gender balance) of LEP Board members.

The diversity statement will set out the aspirations of the LEP in relation to achieving a gender balanced LEP Board. The LEP will also be asked to approve an action plan, outlining key steps towards achieving compliance. These steps will include:

- continuing to build on existing business networks, especially women and BAME networks.
- ongoing work to explore contacts and organisations that have close contact with these networks to ensure we have a contact route into them.

Any steps relating to the LEP's recruitment processes will be implemented for any recruitment exercises undertaken from January 2019.

Should the creation of a new LEP be agreed, the LEP will carry out the review of the diversity statement collaboratively through the cross LEP working group, with the aim of adopting a consistent approach to facilitate future changes.

It should be noted that the officer support body for the LEP (West Yorkshire Combined Authority) has undertaken and published gender gap analysis, and diversity gap analysis and has a set of programmes in place to promote equality and diversity. The analysis is publicly available at: <https://www.westyorks-ca.gov.uk/media/3193/gender-pay-gap-report-2017.pdf>

### Key milestones

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

| Action  | Date             |
|---|------------------|
| LEP Board approves a revised diversity statement and action plan      | 23 January 2019  |
| Action plan implemented in respect of recruitment process – see above | February onwards |

### Key risks and/or issues

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

While LEP appointments can seek to deliver a balanced board, it should be noted that the appointment of local civic leaders will also affect the overall balance.

In order to ensure appropriate diversity of applicants, the LEP will proactively seek and adopt best practice from other LEPs and local private and public organisations who have delivered inclusive organisations.

**Recommendation:**

Local Enterprise Partnerships will **need to provide a secretariat independent of local government to support the Chair and board** in decision making.

**Information required in implementation plan:**

Within the implementation plan, you should outline how your LEP plans to put in place arrangements to ensure that all board members, whether from a public, private or third sector organisation, can access impartial advice and support from the LEP as a collective enterprise. You should outline the timeframe in which your LEP expects to have this secretariat in place.

**LEP response**

Please outline the LEP's response to the recommendation. The response should consider the information required, outlined above:

The LEP Board supports the principle of a secretariat independent of any constituent member, but also that operates in such a way as to offer the degree of policy and delivery resource commensurate with delivering extraordinary economic growth, sustained social transformation and the largest growth deal in the country.

West Yorkshire Combined Authority currently acts as the independent secretariat to the LEP; the Combined Authority is not a constituent member of the LEP, nor does it appoint any representative to the LEP Board (local authority representatives are appointed in their capacity as district councillors, not members of the Combined Authority). Its officers are therefore free to provide independent advice and support to the LEP.

The established practice is for Combined Authority officers to work closely with their counterparts in local authorities and across business groupings, universities, Government departments, etc. with the aim of submitting reports for consideration which reflect a consensus of views.

Should the creation of a new LEP be agreed, the LEP will carry out the review arrangements collaboratively through the cross-LEP working group, with the aim of adopting a consistent approach to facilitate future changes. An option would be for West Yorkshire Combined Authority to be retained as the LEPs independent secretariat, thereby utilising and building on current arrangements to provide continuity.

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| <b>Key milestones</b>  |
| Please indicate any key milestones the LEP is required to meet to address the above recommendation:  |
| No action required at present, pending confirmation of future LEP geography.   |
| <b>Key risks and/or issues</b>   |
| Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.   |
| None – the current arrangement is fully compliant with the recommendation.<br><br>Should agreement of the future LEP geography mean that organisational change is required, this will be worked through collaboratively with partners, taking account of factors including independence, effectiveness and cost. |

## Accountability and Performance

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| <b>Recommendation:</b>  |
| Government will <b>support all Local Enterprise Partnerships to have a legal personality.</b>   |
| <b>Information required in implementation plan:</b>   |
| Within the implementation plan, you must outline your LEP's plans to adopt a legal personality. All LEPs should plan to adopt a legal personality by <b>April 2019</b> <sup>3</sup> . Government will provide further advice to LEPs on incorporation.  |
| <b>LEP response</b>   |
| Please outline the LEP's response to the recommendation. The response should consider the information required, outlined above:   |
| Further to the clarification from the Cities and Local Growth Unit (YHNE) that a LEP in a Combined Authority does not need to have a separate legal personality, West Yorkshire Combined Authority will continue as accountable body for the LEP.<br><br>Under the current governance model for the LEP, panels reporting to the LEP are formally integrated into the Combined Authority decision-making structure as advisory committees. This model secures streamlined decision-making, allows cost effective support arrangements, promotes enhanced transparency and |

<sup>3</sup> Where changes to geographies have been agreed, LEPs and Government will agree an appropriate timeframe for incorporation.

accountability and secures direct private sector representation on all Combined Authority committees.

Should the creation of a new LEP be agreed, the cross-LEP working group would review the Combined Authority's role as accountable body – see further below. In this event, no separate legal personality would be required for the new LEP, although that option could be considered if partners felt there was merit.

Although the new LEP's boundaries would not be coterminous with those of the Combined Authority, this is not a new challenge: the current Combined Authority governance arrangements secure appropriate representation from partner councils outside of West Yorkshire on the LEP and also on the advisory committees which report to the LEP.

### **Key milestones**

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

None by April 2019.

### **Key risks and/or issues**

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

None, pending confirmation of future LEP geography.

### **Recommendation:**

Local Enterprise Partnerships will want to identify a **single Accountable Body within in each area** that is responsible for all Local Enterprise Partnership funding.

### **Information required in implementation plan:**

Within the implementation plan, you must outline how your LEP plans to adopt a single Accountable Body within each area that is responsible for all Local Enterprise Partnership funding. You should outline the timeframes in which the LEP expects to have this arrangement in place. The plan should also include details about the transition of any funding arrangements<sup>4</sup>. LEPs should have a single Accountable Body in place by **Spring 2020**.

### **LEP response**

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<sup>4</sup> LEPs should outline where programmes, such as Enterprise Zones, will continue under existing Accountable Body arrangements.

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| Please outline the LEP's response to the recommendation. The response should consider the information required, outlined above:  |
| West Yorkshire Combined Authority is the single accountable body for all LEP funding, and partners will work together to ensure this arrangement is developed in due course to ensure compliance with Government proposals and local accountability requirements over a wider geography. This will make clear the difference between the role of the LEP and the role of the Combined Authority.<br><br>Should the creation of a new LEP be agreed, LEP funding held by the two accountable bodies would need to be agreed between partners. |
| <b>Key milestones</b>  |
| Please indicate any key milestones the LEP is required to meet to address the above recommendation:  |
| None, pending confirmation that the new LEP is to be progressed.   |
| <b>Key risks and/or issues</b>   |
| Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.   |
| None, pending confirmation that the new LEP is to be progressed.   |

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| <b>Recommendation:</b>  |
| As legal entities, all Local Enterprise Partnerships will be required to hold an annual general meeting. <b>We will set an expectation that these are open to the public and businesses to attend and properly promoted.</b>  |
| <b>Information required in implementation plan:</b>   |
| Within the implementation plan, your LEP must commit to hold an annual general meeting; open to the public to attend. Your LEP should hold its first/next public Annual General Meeting in <b>the 2019-20 financial year.</b><br><br>To ensure that all businesses in an area have equal access to their Local Enterprise Partnership, we will not permit any Local Enterprise Partnership to operate on a paid-membership basis. |
| <b>LEP response</b>   |

Please outline the LEP’s response to the recommendation. The response should consider the information required, outlined above:

The LEP’s current Procedure Rules require an annual meeting of the LEP to be held, and specify the business to be considered at that meeting. The next annual meeting of the LEP is scheduled for June 2019.

The LEP’s annual meeting is open to the public, (as are all LEP meetings), subject to specified exceptions relating to the discussion of exempt and confidential information.

For completeness, the LEP will review how it promotes its meeting arrangements (including the annual meeting) to the public, including businesses.

The LEP does not operate on a paid-membership basis.

Should the creation of a new LEP be agreed, the LEP will carry out the review of the annual meeting arrangements collaboratively through the cross-LEP working group, with the aim of adopting a consistent approach to facilitate future changes.

**Key milestones**

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

| Action   | Date       |
|--|------------|
| LEP Chair approves communications and engagement plan for promoting LEP meetings | March 2019 |

**Key risks and/or issues**

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

None – annual meeting arrangements already in place

**Recommendation:**

**We will expect all Local Enterprise Partnerships to set out exactly who is accountable for spending decisions, appointments, and overall governance locally.**

**Information required in implementation plan:**

Within the implementation plan, you should outline how your LEP plans to review the responsibilities of the Chair, Board, Director, and Accountable Body and discuss plans to outline these responsibilities in a revised Local Assurance Framework. These arrangements should be put in place for **the 2019-20 financial year**.

**LEP response**

Please outline the LEP’s response to the recommendation. The response should consider the information required, outlined above:

Accountability for spending decisions is set out in the Leeds City Region’s Local Assurance Framework which cross–references key LEP governance document, and West Yorkshire Combined Authority’s governance arrangements and responsibilities as accountable body. These documents collectively address the responsibilities of the Chair, Board, Director and the Combined Authority’s role as Accountable Body.

The annual review of the Local Assurance Framework is carried out by the LEP in tandem with Combined Authority each year. The review process is led by the Combined Authority’s Head of Feasibility and Assurance, and includes specific input from the LEP Chair, the LEP Board, the LEP Chief Officer and the S73 Officer, as well as the Combined Authority’s Overview and Scrutiny Committee. An initial review for this year is already underway, and will progress further on receipt of the revised National Guidance.

Further to the review, the LEP and the Combined Authority will be asked to approve a revised Local Assurance Framework.

Should the creation of a new LEP be agreed, the LEP will carry out the review of the Assurance Framework collaboratively through the cross LEP working group, so far as time-constraints allow, with the aim of adopting a consistent approach to facilitate future changes.

**Key milestones**

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

| Action  | Date             |
|---|------------------|
| Overview & Scrutiny Working Group – subject to updated Assurance Framework guidance | November 2018    |
| Leadership Team   | December 2018    |
| Governance & Audit  | 17 January 2019  |
| O&S committee   | 18 January 2019  |
| LEP Board   | 23 January 2019  |
| Combined Authority  | 14 February 2019 |

**Key risks and/or issues**

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

There are no significant risks beyond Government publishing its updated guidance.

**Recommendation:**

The Government will **support Local Enterprise Partnerships to set out how they will ensure external scrutiny and expert oversight**, including participating in relevant local authority scrutiny panel enquiries to ensure effective and appropriate democratic scrutiny of their investment decisions.

**Information required in implementation plan:**

Within the implementation plan, you should outline how your LEP plans to discuss and agree scrutiny and oversight processes with the LEP's Accountable Body Section 151 Officer. LEPs and S151 Officers should refer to forthcoming guidance from CIPFA on the role of the S151 Officer.

**LEP response**

Please outline the LEP's response to the recommendation. The response should consider the information required, outlined above:

The terms of reference for West Yorkshire Combined Authority's Overview and Scrutiny Committee specifically provide for the committee to review matters considered by the LEP or relating to LEP governance, as well as the Combined Authority's role as accountable body for the LEP. Scrutiny arrangements include provision for any member of the LEP Board, members and officers from any council within the Leeds City Region, or any member of an advisory panel to be invited to address, discuss, provide information or answer questions at a formal meeting of the Overview and Scrutiny Committee.

These scrutiny arrangements are outlined in the Local Assurance Framework. They will be reviewed further to the CIPFA guidance and also the revised National Local Assurance Framework guidance, as part of the review of the Local Assurance Framework. The S73 Officer has a key role in this review – see above.

Existing arrangements will also be reviewed to facilitate the referral of issues from the LEP to the Overview and Scrutiny Committee, to promote the involvement of the Committee in policy development by the LEP.

Should the creation of a new LEP be agreed, the LEP will carry out a further review of scrutiny arrangements collaboratively through the cross LEP working group, with the aim of adopting a consistent approach to facilitate future changes.

**Key milestones**

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

See further above re key milestones for the review of the Local Assurance Framework.

Any consequential amendments to Overview and Scrutiny arrangements may be approved by the Head of Legal and Governance under her delegated authority, or otherwise referred to the Combined Authority for approval at its meeting in February 2019.

**Key risks and/or issues**

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

No significant risks or issues arise.

**Mayoral combined authorities**

**Recommendations:**

Government will **consolidate its engagement with mayoral combined authorities and their Local Enterprise Partnerships with a collaborative approach to agreeing a Local Industrial Strategy.**

To help ensure that Local Enterprise Partnerships have a distinctive role from the mayoral combined authorities, we **will support Local Enterprise Partnerships and mayoral combined authorities to develop and publish agreements – brought together in a single document with relevant financial assurance frameworks – which set out their respective roles and responsibilities** in a way that recognises the variation between places, while providing sufficient clarity on accountability for public funding.

**Information required in implementation plan:**

For LEPs in mayoral combined authorities, LEPs and the relevant combined authority should discuss the distinct role of the LEP and their future working arrangements.

If appropriate, you should outline your LEP's plans to review these arrangements and plans to develop a published agreement of roles and responsibilities. The LEP should provide an update on any discussions to date. This should be consolidated in the LEP's Local Assurance Framework by the **28 February 2019**.

**LEP response**

Please outline the LEP's response to the recommendations. The response should consider the information required, outlined above:

Not applicable; West Yorkshire Combined Authority is not a Mayoral Combined Authority.

**Key milestones**

Please indicate any key milestones the LEP is required to meet to address the above recommendation:

Not applicable

**Key risks and/or issues**

Please indicate any risks or issues that may prevent the LEP meeting the recommendation above. The LEP should also outline how it is mitigating these risks.

Not applicable