

LEP BUSINESS BOARD

SHADOW BOARD MEETING: 22 February 2018

1. Confirmation of chair

Cllr Roberts, Deputy Mayor to the Combined Authority and Leader of East Cambs District Council is confirmed by the Cambridgeshire and Peterborough Combined Authority as the Chair of the Shadow Board.

The Shadow Board is an interim governance measure to develop the new LEP Business Board. It will become defunct upon the new LEP Business Board being formed and a private sector Chair being appointed.

It is proposed:

(1) As Cllr Roberts is currently the only member of the Shadow Board, interim nominations are to be immediately sought from the current public sector (x2) and private sector members (x2) within the LEP geography to meet in future as the Shadow Board. See agenda item 3

(2) A letter is sent to Kate Hallett explaining the purpose and function of the Shadow Board, the process and timetable for meeting the requirements of appointing a private sector member Chair to the new LEP Business Board – **Appendix 1**

2. Terms of reference

Appendix 2

3. Governance arrangements for Shadow Board

- Meetings are to be arranged fortnightly
- Members of the Shadow Board will be limited to 5 public sector members (akin to a working group)
- Meetings of the Shadow Board are to be held informally until the new LEP Business Board is established and a private sector Chair appointed
- Minutes of the informal meetings will be publicly available and circulated to members of the Combined Authority and member councils of the GCGP LEP
- A decision log will be kept of any proposals by the Shadow Board which are intended to be ratified by the new LEP Business Board at its first meeting

4. Action plan to establish LEP Business Board

Appendix 3

5. Approve timetable of Shadow Board meetings

Appendix 4

6. Appoint Chief Executive

The Combined Authority agreed a shared Chief Executive at their Board meeting on 31 January 2018

It is proposed

- (1) the Shadow Board approves that appointment
- (2) that the Chief Executive should be invited to all future meetings of the Shadow Board

7. Naming new LEP

The name of the new LEP Business Board should reflect the wider geography of the LEP area. A number of names will be proposed to the Shadow Board at its meeting for consultation with public sector members.

8. Structure of new LEP

The LEP was initially proposed as a company limited by guarantee. An unincorporated structure is recommended to the Shadow Board for consideration.

Appendix 5

9. Process for recruiting Board members

One of the primary functions of the Shadow Board is to recruit the members to the new LEP Business Board. A process for recruitment is set out at **Appendix 6**.

Recruitment should begin immediately.

10. Consultation with GCGP LEP members

It is proposed that the papers for this meeting are circulated to the Chief Executives and Leaders of the constituent councils of the GCGP LEP. They will be invited to comment on the decision log of this meeting and invited to attend a meeting of CEX's and Leaders to discuss the proposals for the new LEP Business Board. A report to the Combined Authority Board and their respective councils will arise from this meeting for sign off within their respective councils by the end of March.