

# Minutes of the Shadow LEP Board

11am, 22<sup>nd</sup> February 2018

East Cambridgeshire District Council

**Present:** Councillor Charles Roberts (Chair)

**In Attendance:** John Hill, Kim Sawyer, Debbie Forde, Leah Mickleborough

## 1. Confirmation of Chair

Kim Sawyer welcomed everyone to the meeting and confirmed that the Cambridgeshire and Peterborough Combined Authority had appointed Councillor Roberts as chair of the Shadow LEP Board. Councillor Roberts is the sole member of the Shadow LEP Board until further board members are appointed.

## 2. Terms of Reference

It was proposed that Shadow Board meetings will take place on a fortnightly basis until April, with informal catch ups weekly. A formal timetable would be developed.

It was **RESOLVED** to agree to the terms of reference, subject to amending “The purpose of the Shadow LEP board will be to... prepare for the new LEP to be effective from 1<sup>st</sup> April” to “The purpose of the Shadow LEP board will be to... prepare for LEP to be formally constituted for 1st April”

## 3. Governance arrangements for the Shadow Board

It was clarified that the Shadow Board will make recommendations regarding the future governance structures of the LEP to the Combined Authority to agree.

A discussion took place regarding the appointment of Directors to the shadow board. The Combined Authority had agreed that in addition to Councillor Roberts, two private sector and two public sector appointments should be made to the shadow board. It was recognised that due to the timeframes involved, with the need to ensure the LEP Board is constituted for 1<sup>st</sup> April, it would not be feasible to undertake a formal recruitment exercise, and as such it would be necessary to simply appoint short term representatives. In doing so, it was recognised that:

- a) Members of the existing LEP should not be appointed to the Shadow Board, to avoid any conflict between their role on the existing LEP;
- b) It may be necessary for the shadow board members to “default” on to the new LEP itself, but in the longer term, they would need to formally apply in the same way as other board members.

The Chief Executive of the Combined Authority had recommended two nominations for the private sector appointments; the regional chair of the CBI and a specific representative of Cambridge Ahead.

To ensure that other board members can be in place as quickly as possible, it was **RESOLVED** that Kim Sawyer should:

- Seek to confirm whether the nominations for private sector representatives would be willing to serve on the Shadow Board;
- Approach Chief Executives within the GCGP LEP geography to assess the willingness and skillsets of leaders or growth portfolio holders / member leads to sit on the shadow board, and appoint two members accordingly, with the proviso that it would be preferable that one representative should be obtained from a combined authority member, and one representative should come from outside the combined authority area.

#### **4. Action Plan to Create New LEP**

The action plan was reviewed. It was confirmed that it remains on track for delivery.

BEIS had raised concern that the shadow governance arrangements would not be compliant with the LEP assurance framework. It was recognised that the purpose of the shadow board would be to ensure that good governance arrangements were in place for the LEP to then take on, and it was important this process should not be rushed into place to ensure new arrangements were clear, transparent and robust.

With this in mind, it was agreed that a letter should be sent to BEIS to confirm the process being undertaken, and the proposed timetable to transition to the new LEP, with a potential follow-up meeting to give them assurance as to the process being followed.

#### **5. Timetable of next meetings**

The timetable is to be agreed. Next meetings as follows:

- Informal catch-up Wednesday 28<sup>th</sup> February;
- Shadow Board Thursday 8<sup>th</sup> March

#### **6. Shared Chief Executive**

It was **RESOLVED** to appoint Martin Whitely as the Interim Chief Executive of the shadow LEP.

#### **7. Naming of new LEP**

Ideas for the new name would be sought. It was proposed to seek suggestions from existing LEP staff.

## **8. Structure of new LEP**

BEIS have confirmed that a Local Enterprise Board is required - it cannot simply be a business board of the Combined Authority.

Having carefully considered the options for structure, and assessing other models across the country, it was proposed to create an informal partnership between private and public sector. This would be distinctly different from the existing LEP. The LEP will consider growth across its area, and make recommendations to the CA. The LEP will help inform and deliver the emerging local industrial strategy, which will sit above the CA and LEP as a single framework document. Work would be undertaken to ensure the LEP role is clearly defined.

The BEIS guidance on future LEP structures is still awaited; however, a key advantage of the proposed structure is that it allows greater flexibility to change models of governance if required.

The LEP will still have the growth fund, European Structural Fund etc, but the CA will act as the accountable body. In order to spend the funds, they make recommendations into the CA.

The industrial strategy is fundamental - the LEP can help drive this forward but it's important that people feed into development of the industrial strategy, rather than feeding in at LEP stage and the LEP board then inadvertently diverges from the strategy. The LEP board will need to demonstrate how their recommendations complement and link to the industrial strategy with a strong sense of place. The industrial strategy will be formally emerging in September.

It was therefore suggested that:

- Present – 1 April 2018 – work is undertaken to develop the structures for the new LEP to operate and establish;
- 1 April – 30 June 2018 – the new LEP is now established and the Director appointment process begins;
- June – September 2018 – Directors are trained / inducted to the LEP, and begin to understand their role / discharge LEP functions;
- September 2018 – the new LEP is formally launched alongside the industrial strategy

It was agreed that this outline approach would be taken forward into developing governance documents for the new LEP.

## **9. Process for appointing board members**

All LEP's must have a mix of private sector and public sector representation; the private sector must have a higher number of representatives, and it must be chaired by a private sector representative. It was agreed that there must be representatives from across the LEP region, from a wide variety of backgrounds / sectors and a good range of skillsets available.

A draft private sector board member recruitment paper was considered. It was agreed that this should be updated in accordance with the structure and approach outlined above and brought back to the next meeting; it was suggested the West Yorkshire LEP process would be a helpful guide.

## **10. Consultation with LEP members**

It was agreed that following the meeting, the decisions plan would be created. Minutes and the decision plan would be circulated to all LEP members, alongside the recruitment of shadow board members as identified above. LEP member councils are welcome to access all papers associated with the board.