



**LLEP Board of Directors**

**3pm, Tuesday, 16 August 2022**

**Face to Face meeting: National Space Centre**

**Organiser: Sharif Chowdhury**

**Chair: Andy Reed OBE (AR)**

**Directors: Emma Anderson (EA), Peter Bedford (PB), Nishan Canagarajah (NC), Verity Hancock (VH), Kevin Harris (KH), Anil Majithia (AM), Chas Bishop (BP), Dr Nik Kotecha OBE (NK), Neil McGhee (NM), Jaspal Singh Minhas (JSM), Cllr Danny Myers (DM),**

**In Attendance: Elizabeth Botmeh (EB), Colin Sharpe (CS), Sue Tilley (ST), Jo Dexter (JD)**

**Apologies: Alison Greenhill (AG), Ajmer Kaur Mahal (AKM), Sonia Baigent (SB), Lorraine Boorman (LB) Anne-Marie Hunt (AH) Cllr Jonathon Morgan (JM), Terry Richardson (TR)**

**Minutes Taken By:**

**CC To: All**

**MINUTES**

<b>1.</b>	<b><u>Welcome and Apologies</u></b>	
1.1	AR welcomed those present to the meeting.	
1.2	Apologies were received from AKM, TR, SB, LB, AH, JM and SC.	
<b>2.</b>	<b><u>Declarations of Interest</u></b>	
2.1	There were no Declarations of Interest.	
<b>3.</b>	<b><u>Minutes and Actions LLEP Board of Directors Meeting Held on 14 June 2022</u></b>	

Minute		Action
3.1	The meeting was recorded as a true and accurate record.	
3.2	All actions covered as part of the agenda.	
<b>4.</b>	<b>LLEP Update</b>	
4.1	ST highlighted key points within the report, notably the EZ forecasts, achieved and impacts of CV19 on the output figures.	
4.2	AM requested projections on a regular basis to show what has been achieved and what will be delivered and when.	ST/CM
4.3	It was reported that the emerging Youth Voice within the Careers Hub and the successful evaluation has showcased the team performance which outperformed other areas in 5 of the 8 Gatsby benchmarks. In particular, one EA has been recognised nationally for SEND achievements. NK questioned if we should re start the careers networking event.	ST/NK
4.4	NC commented on the opportunity to have a joined-up Apprenticeships Ambassador with the universities.	NC/ST
4.5	ST emphasised that the ERDF underspend was a national figure, and not local. The capital programmes have tried to be more visual in this report, focusing on the impact, it was noted that monitoring was ongoing until at least 2025.	
4.6	NK expressed thanks to the LLEP team on delivery of several programmes.	
4.7	County Deal – an update was noted with regards to the ongoing discussions around the county deal. NK commented that the business voice was coming together in September. Concerns were expressed by the board that businesses feel that area would suffer if not part of a larger deal.	
4.8	EA echoed the important that the LLEP to continue to participate to ensure we are seen as a valuable resource to engage in the process.	
4.9	JD commented that the York and North Yorkshire devolution deal should be looked at for comparison emphasising that a negotiation process with government and not one size fits all, and that Leicester, Leicestershire and Rutland was still progressing. <a href="http://www.gov.uk">York and North Yorkshire devolution deal - GOV.UK (www.gov.uk)</a>	

Minute		Action
4.10	AR commented that we were in discussions with all parties and that we need to ensure our focus is still on delivering what the LLEP delivers.	
5.	<p data-bbox="247 315 1300 349"><b>Board Recruitment – Chair’s Appointment - Way Forward</b></p> <p data-bbox="247 398 1300 517">5.1 AM introduced Paper C which seeks the board approval for a revised approach to the chair’s appointment and an update on the recent director recruitment.</p> <p data-bbox="247 566 1300 909">5.2 AM reported that the director’s role received 13 applications strong, which was narrowed down to a shortlist of five candidate interviews due to the skills and diversity needs. The Appointments Committee will recommend to the members at the AGM to appoint the following applicants as directors:</p> <ul data-bbox="300 779 544 909" style="list-style-type: none"> <li>• Jo Tallack</li> <li>• Gosia Khrais</li> <li>• Glynis Wright</li> </ul> <p data-bbox="247 943 1300 1189">5.3 AM provided an update on the Chair’s recruitment, explaining that given the uncertainty around the role of LEPs, which increased with the pending leadership changes for the Prime Minister has resulted to minimal interest in the role. Several business leaders were approached and in addition to the uncertainties, they also stated the need to focus on their own business as we just move out of pandemic.</p> <p data-bbox="247 1238 1300 1435">5.4 AM highlighted the importance of ensuring that robust governance continues, and the board can fulfil its legal duties. The Appointments Committee explored various options on how the current Interim Chair can continue to help LLEP by continuing in the role, be it with reduced workload.</p> <p data-bbox="247 1485 1300 1648">5.5 It was shared that the Co-Chair model with workload split with one Co-Chair focussing on business and usual activities would allow AR to focus on shaping the future of LLEP and facilitate business engagement in any new arrangements.</p> <p data-bbox="247 1697 1300 1984">5.6 The Board <b>AGREED</b> with the model was agreed and few board members were canvassed about the model. Given the pressures of work on them we were unable to identify a candidate for a Co-Chair. As such Anil Majithia has put himself forward, whilst concerned about his workload, he stated that one of his roles is coming up for reappointments so he will make time by not seeking reappointment of that role should the board agree appoint him as a Co-Chair.</p> <p data-bbox="247 2018 247 2040">5.7</p>	

Minute		Action
5.8	KH asked whether the articles of association would require amendments, AM stated that this was not necessary given the limited timeframe and the fact that both Co-Chairs will be fulfilling the duties of both roles (Chair & Deputy -Chairs) for their respective areas of focus.	
5.9	AR stated that he does not see this going beyond Summer of 2023 and could be reviewed then.	
5.10	EB clarified that the Articles do not make provision for Co-Chairs. And pointed out that the role of Deputy within the Articles is for the Board to define. AM stated that in that context both Co-Chairs will perform both roles as appropriate.	
5.11	VH asked whether there were plans to keep warm those who had been spoken to. AR agreed, as many reported that there were interested, however due to other commitments they could not dedicate the time at the present but may be able to in 18 months' time.	EB/AR/AM
5.12	AM stated that his next steps would be to look at the induction process and asked for volunteers to mentor the new Board Appointees. AR commented that the Appointments Committee would look at the candidates who were not put forward for the Board with a view to asking them to work and support us in other ways.	AM/EB
5.13	EB indicated that any changes to the Governance of the LLEP and the Articles are for the members to decide and that 75% of all eligible voting members must agree. NC commented that we need to be clear how we communicate the change.	EB/AM/AR
5.14	<p>NM queried the process for appointing directors at the AGM. EB confirmed that a resolution to be presented to the members, covering the new appointments and the renewal of the existing directors.</p> <p><b>Decision:</b> The Board unanimously APPROVED the Appointment Committee recommendations to:</p> <ul style="list-style-type: none"> <li>I. Endorse the model of governance and leadership proposed</li> <li>II. Approve the appointment of Andy Reed and Anil Majithia as Co-chairs to fulfil the duties of Chair and Deputy Chairs of LLEP going forward</li> <li>III. Note the recommendations going to the AGM for appointment of the 3 new Non-Executive Directors from the Private Sector.</li> </ul>	
5.15	Further discussions took place on how to comply with the Articles, and the Co-Chairs have agreed the following statement in terms of split of the	
5.16	roles and responsibilities that satisfies compliance with the articles.	

<u>Minute</u>		<u>Action</u>
	<p>Whilst Both AR and AM will operate as Co-Chairs, for purposes of compliance with the Articles, AR is designated Chair for all the board meetings and AGM. AM will act as Deputy chair at the meetings.</p>	
<p><b>6.</b></p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p>	<p><b>LLEP Finance Report</b></p> <p>AR provided an overview of the financial position which highlights challenges and future uncertainties given the financial situation.</p> <p>CS presented the out-turn report for 2021/22, the figures reported broadly in line with previous reporting.</p> <p>DM commented on the breadth of work undertaken by the team, as shown in the team report, and the clear loss of staff, as shown in the finance report and wished to thank them for continuing to deliver under the pressure.</p> <p>CS presented the paper D2 LLEP Reserves 2021/2022 and noted that the figures were approximate and welcomed the suggestion of a small working group to look at the figures in more detail.</p> <p>EA asked what provision was there for staff welfare, CS confirmed that the AB are mindful of the current pressures on staff. CS expects ST to raise any issues surrounding work capacity to the AB where the Council can offer support.</p> <p>ST reported that the Growth Hub Manager role was due to be advertised, and that role had been adjusted to accommodate the changing focus of the LLEP work. To meet the changing needs of business support and delivery the strategy being adopted is for the LLEP team to move to strategic alignment rather than been driven by funding streams.</p> <p><b>Action Point</b> – AM to organise a working group to investigate more detail on the LLEP reserves and future finances.</p>	<p><b>AM</b></p>
<p><b>7.</b></p> <p>7.1</p> <p>7.2</p>	<p><b>LEP Network Chairs/CEO's Conference and Dinner Update</b></p> <p>EA provided an update on the recently held LEP Network Chairs/CEO's Conference and Dinner which emphasised the important role of LEP's in translating the strategy and the need to connect at a local level and triangulate further with skills.</p>	

<u>Minute</u>	<u>Action</u>	
7.3	EA highlighted the integral role of the private sector voice during the process LEPs merge into democratic institutions. EA encouraged LLEP Board members to attend similar events should the opportunity arise.	
7.4	EA advised that the events on the had a technology focus with speakers including Chris Philp MP and George Freeman MP. Key works of the Office for Investment were also highlighted.	
7.5	Chris Philp referred to LEPs' role of bringing together business and universities signposting the UKSPF in terms of funding and encouraged local authorities to bid for digital and tech projects saying that the skills agenda is the 'most obvious'. Potential funding sources referenced included Northern Powerhouse Investment Fund, Innovate UK funds and potential funds within the UK pensions sector.	
7.6	In terms of the DIT/OFI Mark Cooper said that the priorities are net zero, science and technology and levelling up – all very broad...and he also said that universities are under-exploited as an asset.	
7.7	George Freeman stated that LEPs should localise net zero, to focus on science and tech and to connect places with innovators and the importance of creating 'clusters.	
7.8	EA attended the breakout session about LEPs integrating into democratic institutions. Leeds City LEP and the Liverpool City LEP stressed the importance of the private sector voice being part of the overall decision-making process by the local authority to support the development and delivery of schemes and outcomes, the importance of working across boundaries and having a diverse board.	
	KH commented that the LEP network offered good insights, EA agreed and said they were worth following on LinkedIn and encouraged anyone to attend future meetings if given the opportunity.	
<b>8.</b>	<b>AGM</b>	
8.1	ST provided a verbal update on the status of the AGM planning and outlined the key items on the agenda.	
8.2	It was <b>AGREED</b> that AM would present the company finance report this year.	
8.3	EB noted that in previous years the agenda included a Q&A session at the end of the AGM, KH commented that there should be preparation for handling the questions on the day.	

<u>Minute</u>		<u>Action</u>
8.4	The Board requested that the Growing Places Fund be profiled using Gresham as an example and use the AGM to promote GPF.	
8.5	EA suggested the Board members exercise the opportunity to meet the team socially after the AGM event. It was agreed for ST and EB to plan for a social event.	<b>ST/EB</b>
<b>9.</b>	<b>Enterprise Zone Implementation Plans</b>	
9.1	CM updated the Board on the recently written implementation plans and provided insight on the next steps which includes amalgamating an action plan to highlight all the activities that the partners can focus on.	
9.2	CM confirmed that the EZ steering groups have approved the sign off and were content with the plans.	
9.3	CM further highlighted that the EZ business rates are finite and will only develop so much.	
9.4	The Board acknowledged the consultants extensive work in developing the implementation plans thoroughly. JD expressed thanks to CM for setting a platinum standard on Enterprise Zones	
9.5	<b>Decision:</b> The Board APPROVED the EZ Implementation Plans.	
<b>10.</b>	<b>Sub-Group Updates</b>	
10.1	VH provided a background to the Skills Advisory Panel which met prior to the summer break, noting the challenges within the education sector.	
10.2	NK noted that due to a conflict of interest with AR becoming the interim chair, NK agreed to temporarily cover the Investment Panel. NK asked for consideration of another Board member to Chair the Investment Panel.	<b>AR/NK</b>
<b>11.</b>	<b>AOB</b>	
11.1	AR expressed thanks to KH for his contributions to chairing the LLEP, and JSM for great consistency in LLEP matters and being a great voice for the SME business community.	
11.2	ST informed the Board a request has been made by board members to change the date of the next board meeting. A poll will be circulated to gauge the appropriate date for members.	<b>ST/SC</b>

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