



**MEETING OF
LIVERPOOL CITY REGION
LOCAL ENTERPRISE PARTNERSHIP BOARD**

AGENDA

DATE: Thursday, 19th September, 2019

TIME: 8.30 am to 11 a.m.

VENUE: Conference Room
Invest Knowsley
Huyton Library
Civic Way
Huyton
L36 9GD

**LIVERPOOL CITY REGION
LOCAL ENTERPRISE PARTNERSHIP
BOARD MEETING**

AGENDA

Welcome from Knowsley Council

- 1. DECLARATIONS OF INTERESTS**
- 2. MINUTES OF THE PREVIOUS MEETING**
(Pages 1 - 8)
- 3. UPDATE ON NP11 LEPS' ENERGY & CLEAN GROWTH REPORT
(P/PR)**
(Pages 9 - 12)
- 4. EMPLOYMENT & SKILLS ADVISORY BOARD (V)**
- 5. BREXIT PREPARATION (V)**
- 6. LOCAL GROWTH FUND (V)**
- 7. LEP DELIVERY PLAN & MID-YEAR REVIEW (P)**
(Pages 13 - 16)
- 8. CHAIR'S UPDATE (V)**
- 9. ANY OTHER BUSINESS**
- 10. NEXT MEETING**

The next meeting of the LEP is being held on 21st November, 2019 at the Totally Wicked Stadium (St Helens RLFC), McManus Drive, Peasley Cross, St Helens, WA9 3A (to be confirmed).

Key – (V) – Discussion/verbal update no paper
(Pr) – Presentation
(P) – Paper

LIVERPOOL CITY REGION LOCAL ENTERPRISE PARTNERSHIP

At a meeting of the Liverpool City Region Local Enterprise Partnership held at the Everton Football Club Boardroom, Royal Liver Building, Pier Head, Liverpool, L3 1HU on Thursday 18th July, 2019 the following Members were

PRESENT:

Mr A Hamid MBE, Chairperson of the Board
Paul Corcoran
Chris Fry
Councillor P Hackett
Amanda Lyne
Dr L Mear
Laura Pye
Angela White OBE

OFFICERS PRESENT:

Mark Basnett, Managing Director, LCR LEP
Tony Reeves, Chief Executive, Liverpool City Council
Tony Wade, Finance Director, LCR LEP
Mark Bousfield, Director of Commercial Development and Investment, LCR Combined Authority
Dr Aileen Jones, Head of Research and Investment, LCR Combined Authority
Jill Coule, Monitoring Officer, LCR Combined Authority
Trudy Bedford, LCR Combined Authority
Shelley Lockett, Head of Communications, LCR LEP

APOLOGIES

Mayor J Anderson OBE
Professor Dame J Beer
Elaine Bowker
Dr Jonathan Hague
Mike Hulme
John Syvret CBE
Mark Whitworth
Metro Mayor S Rotheram

365. WELCOME FROM EVERTON FOOTBALL CLUB

Richard Kenyon welcomed Board Members to Everton Football Club's new headquarters in the City Centre. He explained that the Club would be unveiling the proposals for a new stadium at Bramley-Moore Dock on Tuesday 23 July 2019, which would be accompanied by a consultation process for fans and the public. The Chair, Mr Asif Hamid MBE, thanked Mr Kenyon and wished him good luck with the forthcoming event and the project.

366. DECLARATION OF INTERESTS

No declarations of interest were declared by Board Members.

367. MINUTES OF THE PREVIOUS MEETING (P)

The Board considered the minutes of the meeting held on 21 March 2019 and were received as a correct record and signed by the Chair.

The Chair, Mr Asif Hamid MBE, welcomed Laura Pye, Dr Liz Mear and Mike Hulme who had recently been appointed to this Board.

The Chair also informed Board Members that Elaine Bowker was unwell and on behalf of the Board wished her a speedy recovery.

368. MATTERS PREVIOUSLY CONFIRMED AND ARISING THROUGH WRITTEN PROCEDURES RULES

Mark Basnett, Managing Director, LCR Local Enterprise Partnership, reported that the last meeting of the LCR LEP Board had been inquorate. A number of matters had required approval and had been circulated to Board Members for approval through written procedure rules. He advised that for completeness they were included with this agenda pack for Members information.

Mark Basnett, Managing Director, LCR Local Enterprise Partnership, referred the Board to Minute 325 Local Growth Fund Return Q4 2017-18 and the Board's request for a local performance dashboard to be developed. Although primarily it is aimed at improving reporting of Local Growth Fund performance, he advised that with the Board's agreement the delivery plan format would be used for the Board to consider performance against the projects identified in the LGF profile and other sources of funding.

Amanda Lyne expressed concern in the time taken to circulate the performance dashboard information and the potential for this to cause further delay in the delivery of projects within the LGF profile.

Mark Basnett re-assured the Board that the delivery of the projects within the LGF profile was being progressed and was not being delayed by the creation of the delivery plan. He reported that those projects which were experiencing delays were being monitored by colleagues at the LCR Combined Authority.

Paul Corcoran sought clarity on how the performance data would be presented to the Board and suggested that the information be provided in a digital format to provide real time data.

Amanda Lyne stressed the importance of actively communicating how the funds within the LGF profile were being progressed, particularly as the projects within the Fund were achieving positive outcomes for the City Region and it was important that this information was communicated across the City Region.

Tony Reeves, Chief Executive, Liverpool City Council concurred that the Board required timely performance information to enable them to determine the progress of the LGF, which should be provided in a separate format to the official information which had to be submitted to BEIS.

Mark Basnett further reported that there had been significant change to the LCR LEP Board membership following the outcome of the review of LEP's. An open recruitment process to fill the vacancies in Advanced Manufacturing, Health and Life

Sciences and Visitor Economy had been held and the LEP Appointments Committee had recommended the following representation:

Mike Hulme (Advanced Manufacturing)
Dr Liz Mear (Health and Life Sciences)
Laura Pye (Visitor Economy)

Mark Basnett also explained that the public sector representation had been reduced on the Board and the public sector representation was now through the LCR Combined Authority consisting of the Metro Mayor S Rotheram, Mayor J Anderson OBE (Portfolio Holder: Education, Employment and Skills) and Councillor P Hackett (Portfolio Holder: Inclusive Economy and the Third Sector). He reported that all the Local Authority Leaders were kept informed of the Board developments and were welcome to observe the Board's meetings.

With regards to the composition of the Board, Mark reported that there were four possible Board vacancies outstanding and consideration would need to be given to the most appropriate representation for the business community and how SME's were effectively represented by the Board. He also reflected on the work of the Sector Boards and noted that they required further work to ensure diversity within their membership. The Board was also advised that requests were being received to establish a Construction Sub-Board.

Paul Corcoran suggested that if a Construction Sub-Board were to be established that it be called 'Built Environment'. He also referred to the work of the Sub-Boards and welcomed the opportunity to review their membership, purpose and remit and develop a connection between this Board and the Sub-Boards.

The Board welcomed the opportunity to review the work of the Sub-Boards, identifying that the communication mechanisms between the sub-Boards and up to the LEP Board required consideration and development.

Asif Hamid MBE, Chair of the LCR LEP, sought the Board's view on the inclusion of young people at Board meetings. The Board suggested a number of avenues for engaging young people in its work and requested that this be discussed further in advance of the next Board meeting.

It was AGREED that:-

- (i) a performance dashboard for LGF be prepared as a matter of urgency and be brought to the next meeting of the Board;
- (ii) role, remit, membership and secretariat support of the Sub-Boards be reviewed; and
- (iii) Angela White and Paul Corcoran present options for engaging young people in the work of the LCR Local Enterprise Partnership to a future meeting of this Board;
- (iv) the recommendations of the LEP Board Appointments Committee to appoint 3 new members to the LEP to fill current vacancies following an open and competitive process be endorsed; and

- (v) the establishment of a LEP Sub Board to support the Construction sector and to reconstitute the current Low Carbon Board as a Clean Growth Board be agreed.

369. LOCAL INDUSTRIAL STRATEGY POSITION STATEMENT (P/PR)

Dr Aileen Jones, Head of Research and Intelligence, LCR Combined Authority, provided the Board with an update on the development of a Position Statement for the Local Industrial Strategy.

The Board was informed that the development of the Local Industrial Strategy was being undertaken in conjunction with partners, the business community, LCR LEP and Universities across the City Region to provide a clear strategic framework.

Dr Aileen Jones reported that the Local Industrial Strategy would be supported by an evidence base and would sign post emerging priorities. A position statement was being considered by the LCR Combined Authority at their meeting on Friday 26 July 2019, which would provide an initial summary of the City Region's strengths and challenges in relation to the economy. A final Strategy would be presented to Government early in 2020.

The Board was advised that the evidence was beginning to be tested with stakeholders across the City Region as part of a second phase of consultation, which would also include the public and community groups.

In this respect, the Board received a presentation which set out the evidence base to support the Local Industrial Strategy.

Asif Hamid MBE, Chair of the LCR LEP, sought clarity on which other Combined Authorities had already submitted their Local Industrial Strategies.

Dr Aileen Jones reported that the Local Industrial Strategy was being developed in three waves. Greater Manchester and West Midlands had been identified as the pilot trail blazers and had already published their Strategy. Cheshire and Warrington and Tees Valley were part of the second wave and the LCR Combined Authority were part of the third wave and the Strategy had to be submitted by early 2020.

The Board acknowledged that the information contained in the Local Industrial Strategy had to be reflective of the City Region and importantly it had to be presented so that it brought the City Region to life by using film and other media to communicate this.

Paul Corcoran suggested that the evidence supporting the digital, creative and tech sectors would be vastly lower than suggested in the presentation. Highlighting that this particular sector would be embedded within other sectors and so would not necessarily be accurately reflected.

Tony Reeves, Chief Executive, Liverpool City Council, reported that there was a clear link between economic growth and public sector reform particularly in the City Region. With evidence suggesting that the City Region was the most economically inactive compared to elsewhere in the North. He advised that a sustainable healthy system was required to support real transformation and drive health inequality.

Dr Liz Mears informed the Board that a great deal of work was being undertaken to change the health system, however, it was imperative that employers supported

those employees who were experiencing long term sickness and provided them with a supportive environment in which to return.

Tony Reeves, Chief Executive, Liverpool City Council, reflected upon the impact of Brexit on the Local Industrial Strategy and how existing industries would cope within a different environment. He also advised that a spatial strategy was required to support housing renewal in communities struggling across the City Region.

It was AGREED that:-

- (i) the progress made on the development of the LCR Local Industrial Strategy, the emerging themes of the draft position statement and next steps on LIS consultation and engagement be noted; and
- (ii) a separate session for Board Members be arranged to provide feedback on the Local Industrial Strategy.

370. INCREASING DIVERSITY IN CITY REGION LEADERSHIP (P)

The Board considered a report which sought approval to establish a Diversity and Inclusion Task Group to encourage diversity in leadership in the City Region.

Mark Basnett, Managing Director, LCR Local Enterprise Partnership, reported that gender diversity was an important focus for the Board, however broader diversity relating to age, ethnicity and disability also had to be reflected in the Board's composition. He indicated that Board Members should be championing this agenda in the main board, sub-boards and encourage people to promote this in their workforce too.

Angela White, reflected on the recently held LEP Women Leaders Conference held in June 2019 and encouraged the Board to continue the momentum the Conference generated. She emphasised how diversity should not just be a tick box exercise.

It was AGREED that:-

- (i) A Diversity and Inclusion Task Group be established; and
- (ii) Amanda Lyne and Angela White along with other Board Members and co-opted individuals be appointed to the Diversity and Inclusion Task Group to develop an Action Plan with the LEP Executive to increase Diversity and Inclusion on LEP and other Boards in the City Region.

371. NATIONAL LOCAL GROWTH ASSURANCE FRAMEWORK (P)

The Board considered a report which presented a new Assurance Framework entitled 'National Local Growth Assurance Framework', which replaced the previous Local Assurance Framework. The new Framework reflects the emerging relationships between the Combined Authorities and LEP's and includes feedback received from the Cities and Local Growth Unit.

It was AGREED that:

- (i) the review of the National Local Growth Assurance Framework by Government and the feedback received as summarised at section 3.2 of the report be noted;

- (ii) the amendments set out at section 4.2 and 4.3 be approved;
- (iii) the LEP Executive be mandated to work with the CA Executive to incorporate the changes into a revised framework alongside changes by the CA to allow its approval by the CA on 26 July 2019; and
- (iv) the LEP Chair be authorised to expedite any further minor changes that impact the LEP as required in the CA approval process.

372. CHAIR'S UPDATE (V)

Mr A Hamid MBE, provided the Board with a verbal update and reported on a successful LEP Mansion House visit which took place in the spring and involved a number of LEP Board Members.

He reported that the Indian High Commissioner would be visiting the City Region for the first time in what would hopefully be an interesting conversation on investment in the City Region. He encouraged Board Members to attend.

A meeting of the 11 northern LEP Chairs was being held in Leeds and the purpose of which was to determine priorities for northern LEPS and the Northern Powerhouse.

Mark Basnett provided an update on Brexit and advised that the Brexit Task Group had met three times to date. The Group had agreed to establish an Executive Group to work intensively with information from Oxford Economics on preparations for a No Deal.

Tony Reeves also reported that in addition to ensuring businesses were appropriately signposted, there were two emerging issues which had to be addressed in preparation for a No Deal Brexit. These included the economic resilience across the City Region and mitigating the economic shock to ensure that businesses were in a good position to recover quickly from the outcome of Brexit.

Mark Bousfield, Director of Commercial Development and Investment, also advised that the LCR Combined Authority had committed £15 million towards a Brexit Support Fund. Mark went on to update the Board about the progress made in the development of the Growth Company, which was now formed and a launch was planned for September 2019.

Asif Hamid sought nominations from the Board for the appointment to the Mersey Dee Alliance. He advised that Neil Sturmey had been the previous representative on the Alliance, however, as Neil was no longer a Board Member a new nomination was required. He also suggested that Paul Corcoran be appointed as his Deputy Portfolio Holder on the LCR Combined Authority.

It was AGREED that:-

- (i) The updates be noted;
- (ii) Mark Basnett in conjunction with Councillor Pat Hackett prepare an explanation note on the role of the Mersey Dee Alliance and identify an appropriate appointment; and
- (iii) Paul Corcoran be appointed as the Deputy Portfolio Holder: Business and Brexit to the LCR Combined Authority.

Minutes 365 to 372 be received as a correct record on the 19th day of September 2019.

Chairperson of the Board

(The meeting closed at 10.42 am)

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Update on NP11 LEPs' Energy & Clean Growth Report

LEP Board Meeting 19 September 2019

Author:
James Johnson
LCR Growth Company

Presented by:
Mark Basnett
LCR LEP

1. PURPOSE OF THE REPORT

- 1.1 This paper provides the Liverpool City Region LEP Board with an update on a forthcoming report on energy and clean growth in the Northern Powerhouse, which is being produced by the NP11 grouping of LEPs. The NP11 report can be considered in the context of work that is underway in the Liverpool City Region to better co-ordinate strategic and delivery activities related to energy and clean growth.

2. RECOMMENDATIONS

Board members are recommended to:

- 2.1 Note the recent and upcoming changes to governance and administrative arrangements relating to Low Carbon Economy in the Liverpool City Region with the creation of a Clean Growth Board.
- 2.2 Recognise the valuable contribution made by the outgoing Chair and other members of the Low Carbon Economy Board.
- 2.3 Note that the Clean Growth Board will be convened by January 2020 and will be a key partner in the production of an LCR Energy Strategy that is aligned with the Local Industrial Strategy and will seek input and endorsement from the LEP Board prior to its adoption.
- 2.4 Delegate the LEP Chair and Managing Director to work on the Board's behalf with the Combined Authority Energy and Environment Policy Lead to ensure that Liverpool City Regions interests are fully represented in the final NP11 Energy and Clean Growth Report.

3. BACKGROUND

- 3.1 The Low Carbon Economy has long been a key growth sector for the Local Enterprise Partnership. The Low Carbon Economy Board has championed the importance of this sector to the city region.
- 3.2 In coming into office the Liverpool City Region Metro Mayor established Renewable Energy as a key portfolio. Since 2017 the LEP has provided resources and support to the Combined Authority to embed low carbon economy priorities that have been articulated by local business and industry within the Combined Authorities Energy and Environment Policy function. Support on policy and delivery is now informing the preparation of the Local Industrial Strategy and other activities of the Combined Authority.
- 3.3 Government in 2017 published its Clean Growth Strategy and recognised Clean Growth as a Grand Challenge in its Industrial Strategy. The Clean Growth agenda captures activities within the Low Carbon Economy, but also recognises the cross-cutting nature of efforts to decarbonise the use of energy across all sectors of the economy as part of addressing UK climate policy and a new driver for a net zero carbon economy by 2050.
- 3.4 Amanda Lyne has been Chair of the Low Carbon Economy Board since its inception and has volunteered her time and energy to raising awareness of the importance of the sector to business and public sector leaders. This work and the work of the low carbon economy board members has been invaluable to the Liverpool City Region,

placing it in a strong position, recognised by Government and industry, as being at the forefront of the clean growth agenda. Amanda is standing down as Chair of the Low Carbon Economy Board at the end of her tenure having made a critical contribution to this success.

4. NP11 ENERGY AND CLEAN GROWTH REPORT

- 4.1 The NP11 is a grouping of LEPs in the North of England. LEP Chairs represent the interests of their respective LEP regions in attending meetings of the NP11 LEPs. The group has a collective voice that is recognised by the Minister for the North.
- 4.2 Energy was identified as a prime strength of the Northern Economy in the Northern Powerhouse Independent Economic Review in 2016.
- 4.3 Energy was identified as a key workstream for the NP11 LEPs and the Chairs have committed resources to preparing a report which surveys northern strengths, opportunities and threats. The scope of the report is widened beyond the energy production and energy intensive sectors as a prime strength, to include other aspects of the clean growth agenda.
- 4.4 A conference on Energy and Clean Growth will take place in Hull on the 5th and 6th November 2019. The publication of the NP11 Energy and Clean Growth Report is being timed to coincide with this event. LCR LEP and Combined Authority teams have been working with KPMG (the contracted report supplier) and NP11 on content and focus.
- 4.5 The final report will make strong recommendations about important areas for action by government and local agencies to intervene. It will capture a range of diverse interests; emphasising those areas of collective priority.
- 4.6 LEP Board members will be given a summary of initial findings of the NP11 Energy and Clean Growth report at the September LEP Board Meeting for input and discussion.
- 4.7 The final report is due for publication in October 2019 prior to the next LEP Board hence bringing it to this Board Meeting.

5. ROLE OF THE CLEAN GROWTH BOARD

- 5.1 All LEPs have been funded by the Department of Business Energy and Industrial Strategy (BEIS) to produce Energy Strategies for their regions that highlight local priorities and opportunities in response to the national Clean Growth Strategy. The Liverpool City Region Energy Strategy was commissioned from consultants in 2018 and currently exists in draft form.
- 5.2 The LEP is in the process of establishing a Clean Growth Board to replace the Low Carbon Economy Board. It is also recruiting a Clean Growth Champion who will be tasked with supporting the Clean Growth Board.
- 5.3 The Clean Growth Board will be a key partner in the production of a final LCR Energy Strategy that is aligned with the Local Industrial Strategy.
- 5.4 The Clean Growth Board will seek input and endorsement from the LEP Board in the finalisation of the LEP Energy Strategy at the appropriate time prior to its formal adoption.

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LEP Mid-Year Review

LEP Board Meeting 19 September 2019

Author:
Tony Wade
LCR LEP

1. Background

- 1.1 This paper is to provide a briefing ahead the forthcoming Mid-Year Review to which all LEPs are now subject. The results of the review will be shared in due course.
- 1.2 As a consequence of the recent LEP Review (Strengthened Local Enterprise Partnerships) a Mid-Year Review (MYR) has been introduced with effect in the current financial year.
- 1.3 The review is led by the Cities and Local Growth Unit (CLGU) and is to enhance the annual assurance process that is marked by the Annual Performance Review (APR) held annually in December/January.
- 1.4 The meeting is formal and its outcome will be recorded and reported but it is lighter touch than the APR in terms of preparation and submissions made prior to the meeting. The MYR will cover the three topics of performance, namely, Governance, Strategy and Delivery but the emphasis for the MYR will be on delivery and strategic impact and less on governance.
- 1.5 The MYR will allow both the LEP and CLGU to be better prepared when the APR is held but nothing should arise in the MYR that should not already be known through more regular informal contact and dialogue.

2. Recommendations

- 2.1 Note the date of the LEP Mid-Year Review;
- 2.2 Note the purpose and structure of the review as outlined in this paper; and
- 2.3 Note the commitment to bring back the results to the LEP Board either through written correspondence or at a future meeting.
- 2.4 Note the LEP Delivery Plan Dashboard to be presented at the meeting.

3. Mid-Year Review (MYR) - purpose and structure

- 3.1 The MYR provides a formal milestone in the annual assurance process but allows for full and frank discussion between LEPs and CLGU to ensure they are prepared for the APR and have addressed any issues or barriers.
- 3.2 Whilst **governance** has less emphasis than at the APR, progress on implementing all the recommendations of the LEP Review will be discussed. In particular, the local arrangements to provide for local independent scrutiny of the LEP will be discussed alongside the checks of CLGU's Compliance Team.
- 3.3 In terms of **delivery**, the minimum expectation is a review of 2018-19 LGF delivery data returns. The availability of Q1 returns mean a timelier discussion of delivery performance can take place and this will focus on spend to date and forecast for future spend as well as any high-risk projects.
- 3.4 The main focus of the review of **strategic impact** is in respect of the Local Industrial Strategy (LIS) in terms of its development, implementation and stakeholder engagement.
- 3.5 Given the greater emphasis on delivery the key areas of discussion will be;
 - a. Review progress of any actions resulting from the 2018-19 APR;
 - b. Review progress on the LEP Delivery Plan;

- c. Review delivery data that is more timely (LGF Q1 2019-20 Data Return will be available for the MYR – see agenda item 6).
 - d. Highlight areas of progress on strategic economic objectives and programmes;
 - e. Confirm the current position of the LEP and identify any barriers to improving this; and
 - f. Identify major milestones, challenges and project completion/commencement in 2020-21.
- 3.6 The meetings will be chaired by CLGU and will require senior executive representation for the LEP (CEO equivalent) as well as Programme Management input and Accountable Body representation. The CA have agreed that Mark Bousfield will attend the meeting to allow the forward-looking prospects to be articulated within the context of the SIF performance.
- 3.7 The agenda will be set locally not nationally through agreement of the CLGU Area Lead and the LEP. However, there will be specific and consistent information requirements for all meetings as follows;
- a. 2018-19 APR letter and minutes;
 - b. 2019-20 LEP Delivery Plan;
 - c. LGF Delivery Data;
 - d. LEP progress on implementing LEP Review requirements;
 - e. Compliance check outcomes;
 - f. Progress towards achieving publication and/or implementation and delivery of the LIS; and
 - g. Where relevant (not for LCR LEP), progress on any improvement plans and deep-dive findings.
- 3.8 Following the MYR, a formal note will be agreed and will be circulated to the LEP Board to allow discussion of the outcome and ahead of the upcoming APR.
- 3.9 Given the need to protect the integrity of the process until the formal note is produced, data and information on performance is not included in this report but will be discussed at the meeting.
- 3.10 Given LEPs are now required to develop and publish Delivery Plans and that these will be considered in both the MYR and APR, the executive has produced a dashboard to monitor progress. The proposed dashboard will be presented at the meeting for agreement of the LEP Board or amendment if required.

4. Timeline of MYR and APR

- 4.1 The MYR is due to take place on 25 September and forms part of an annual cycle of review and assurance, the expected staging of events is set out in the timeline below.

Month	Action
12 August – 30 September 2019	Mid-Year review meetings
December – January 2020	Annual Performance Review Meetings
February 2020	Cities and Local Growth Unit Moderation
28 February 2020	S.151 Officer letter to MHCLG Accounting Officer
February – April 2020	Completion of the Annual Performance Review process and payments to LEPs.

- 4.2 As such, it can be seen that the process commences in August and runs until the following April at which point a new Delivery Plan will be produced alongside the first Annual Report reviewing the progress of the current Delivery Plan.

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