

CHESHIRE AND WARRINGTON LEP

BOARD PAPER – 13th March 2024

CWLEP TRANSITION IMPLEMENTATION SCHEDULE

1. INTRODUCTION

The proposals presented to the three local authorities to retain the CWLEP as a local authority-controlled company, to change the company name to Enterprise Cheshire and Warrington and to establish a joint committee to oversee the company have now been formally approved.

The date of the inaugural joint committee meeting has been set for Monday, 8th April 2024 and is being organised by the democratic services team within Cheshire East Council, which is hosting the meeting. As with all Local Authority committees, the meeting will be open to the public and there is a strict timetable for papers to be published (latest date is Thursday, 27th March, 2024).

At least part of the joint committee meeting will entail completing the formal processes necessary to bring the company under local authority control. This paper provides the board with an update of the implementation steps.

2. RECOMMENDATIONS

- Members complete letters to stand down as members of CWLEP, leaving blank the date to take effect.
- Directors complete undated letters to stand down as directors of CWLEP.
- The board confirms closure of remaining sub-boards and committees from 31st March 2024

3. SCHEDULE OF NEXT STEPS

Appendix 1 sets out the sequence of next steps to implement the transition of the CWLEP to Enterprise Cheshire and Warrington.

For this sequence to occur:

Appendix 2 provides a template for the Chair and Deputy Chair to stand down as members of CWLEP. Clare Hayward and Trevor Brocklebank are requested to provide signed, copies of this letter leaving the date to take effect blank.

Appendix 3 provides a template for directors to stand down as directors of CWLEP. All directors are requested to provide signed, undated copies of this letter.

Clare Hayward and Chris Hindley are requested to remain as directors for a short period after the Joint Committee meeting to authorise changes to the bank mandate which will require two directors, known to HSBC.

4. BOARD SUB-COMMITTEES

Over the past year or so, the only sub-committees which have met officially are the Finance and Performance Committee and the Appointments and Remuneration Committee. The Employers' Skills and Education board has met as a stakeholder forum.

With the changing ownership structure of the company and the new governance arrangements, it is expected that the functions and remits of these sub-committees will transfer to another forum.

Pay and remuneration falls within the functions reserved for the joint committee as does approval for the recruitment of senior staff and HR policy. Oversight of strategic performance and delivery, including any major investment decisions will also fall to the joint committee.

Oversight of operational performance is expected to be performed by the hygiene board and Growth Directors with the Chief Executive, supported by officers as necessary, keeping the Local Authorities apprised of delivery and financial progress.

Because the LEP will be local authority owned, with Cheshire East remaining as the accountable body, it is expected that the hygiene board will be required to present once or twice per annum to the CEC Finance Committee, including its' annual report and accounts prior to sign off.

The board is therefore requested to approve the closure of any outstanding sub-committees, by 31st March.

5. COMMUNICATIONS

Because of the local elections in Warrington and for the Cheshire Police and Crime Commissioner and the associated purdah restrictions, announcements regarding the change of name and rebranding of Enterprise Cheshire and Warrington will be kept low profile with a soft launch. The change of name will, by necessity, have to be reflected on bank accounts, legal documents including company letterhead and various stakeholders informed. Once local elections have completed, we will work with the Local Authorities regarding any PR in early May.

6. MARKETING CHESHIRE

Marketing Cheshire is progressing with its own arrangements for transition, including changes to directors, articles and establishing a visitor economy advisory board, which is expected to complete by 30th April.

Appendix 1 – Implementation Steps based on Joint Committee meeting 8th April 2024

COMPLETE ACTIONS IN SEQUENCE FROM LEFT TO RIGHT

CWLEP to ECW

By 22/03/24	By 27/03/24	08/04/2024			09/04/2024	By 12/04/24	Late April	
LA appoint members to JC. CEC Finance Sub, 22/3/24, nominates member and director	Papers issued and published for JC Meeting on 08/04/24	Chair (CH) and Deputy Chair (TB) stand down as <u>members</u> of CWLEP	LA Members pass special resolution (needs all 3) to change name, signed by 3 LAs	Members pass special resolution (needs all 3) to adopt new Articles, signed by 3 LAs	JC appoints new directors (One each per LA, plus CEx). Current LEP directors resign, save for CH and CHi.	Register change of name and articles at Companies House, new directors, remove former directors.	Complete updated bank mandate - add new directors.	CH and CHi stand down as directors of ECW and remove from Companies House

Note: This sequence is for the CWLEP to ECW only. Marketing Cheshire will require a sequence of its own, which will take place later.

Appendix 2 – Letter for members

To the Cheshire & Warrington LEP Board

Dated: 13th March 2024

Resignation as a member of Cheshire and Warrington LEP

Please accept this letter as my termination as a member of the company to take effect from

, 2024

Yours faithfully

Print name:

Appendix 3 – Letter for Directors

To the Cheshire & Warrington LEP Board

Dated:

Resignation as a director of Cheshire and Warrington LEP

Further to the transfer of the LEP into Local Authority control, please accept this letter as my resignation as a director of the company to take effect from the date of this letter.

Yours faithfully

Print name: