

BOARD MEETING

**Minutes of the Cheshire and Warrington Local Enterprise Partnership Board Meeting
held 12th December 2023 at 4.30pm by Teams**

Board Members:

	Present	Apology		Present	Apology
Clare Hayward (CH)	x		John Downes		x
Trevor Brocklebank	x		Chris Hindley (CHi)		X
Russ Bowden		x	Kath Mackay		X
Craig Browne		x	Annette McDonald	x	
Louise Gittins		x	Nichola Newton		X
Peter Broxton	x		Eunice Simmons	x	
Rupert Collis		x			

Attendees:

	Present	Apology		Present	Apology
Philip Cox	x		Steve Park (WBC)		X
Ian Brooks	x		Charlie Seward		X
Maggie Chen	x		Peter Skates	x	
Yulanda Duff	x		Hayley Owen	x	
Alex Thompson		x	Sandra Rothwell	x	

Members of the Public (for Part A)

N/A

Agenda Item 1: Apologies and Introductions

- 1.1 CH welcomed Board Members. Apologies were received as above.
- 1.2 CH proposed that as it had not been possible for many board members to attend an in person meeting this month, the board meeting in, say, March, provided an opportunity to acknowledge several recent leavers and the changing status of the LEP.
- 1.3 CH reported that Russ Bowden had stepped down as Leader of Warrington Borough Council and will not be seeking re-election in May. Hans Mundry has been appointed his successor. A new nomination for a LEP board representative for WBC will follow.
- 1.4 Craig Browne has also announced he is stepping down from deputy leader of Cheshire East Council and a nomination for a LEP board representative for CEC will follow.
- 1.5 The board recognised the valuable contribution both Russ and Craig had made to the LEP Board and in maintaining the strong relationship between the Local Authorities and the LEP.

Agenda Item 2. Conflicts of Interest

- 2.1 No conflicts were noted.

Agenda Item 3: Public Presentation

3.1 There were no public presentations.

Agenda Item 4: Minutes of the Meeting held on 15th November 2023 and Matters Arising

4.1 The minutes were agreed and the table of actions attached to these minutes has been updated. Completed actions from previous meetings have been removed.

Agenda Item 5: Chief Executive's Report

5.1 PC presented his report adding the following items.

5.2 Just prior to the meeting, DfE had confirmed the LEP Skills Bootcamp programme would be receiving full allocation of its bid for £2.3M for 2024-25. This will support training for approximately 650 learners in high demand skills and to help meet local skills shortages.

5.3 Industrial decarbonisation remains a priority and various initiatives are underway to help engage and communicate to local residents about the benefits of the net zero cluster. The LEP is leading some consultancy work in how best to structure the co-ordination of the £30Bn programme of investment.

5.4 The board acknowledged the progress made by the Evergreen and Cheshire and Warrington Urban Development Funds and the achievement by CBRE to fully deploy the C&WUDF before the ERDF deadline. ES asked if a list of the projects funded could be shared with the board.

Action: PC

5.5 CH mentioned attending a NorthWest Net Zero event and the importance of the Youth Voice in developing plans. She had also attended several cross-border events to promote sub-regional priorities with neighbouring cities and regions.

Agenda Item 6: Update on LEP Transition

6.1 SR provided a short presentation of the progress towards transition of the LEP into Local Authority control and setting out the timeline with the respective Councils to reach (hopefully) confirmation of the proposals. To support that, Councils will be provided with an overarching report and a suite of appendices setting out in some detail the legal and governance arrangements for the future structures.

6.2 A key element will be the establishment of a business advisory board (BAB), and several board members are attending a forum on 18th December to discuss its structure and initial draft of terms of reference. Members of the BAB will be able to express more clearly the opinions of business, without the constraints associated with making decisions over the LEP as a legal entity and as a custodian of public funds.

Agenda Item 7: Approval of the Updated Local Assurance Framework

7.1 IB presented an updated version of the Local Assurance Framework. The LAF is a key document, made publicly available, which sets out the processes used by the LEP to make investment decisions. The update this year reflected decisions taken by the board earlier in the year to streamline the number of sub-boards and committees.

7.2 The LEP will be audited against the procedures set out in the LAF, which provides assurance to the s151 Officer and Government regarding the use of public funds. As such, the LAF needs to reflect current practice.

7.3 The members present approved the update. The board also agreed that, to reach a quorate decision, IB would seek approval by correspondence from directors not present at the meeting.

Action:IB

Agenda Item 8: Any Other Business

8.1 None

Agenda Item 9: Date and Time of Next Meetings:

Board Meeting:

Dates for 2024:

Wed 17th January, 2024 4.30-6.30pm by Teams

Wed 14th February, 2024 4.30-6.30pm by Teams

Wed 13th March, 2024 5.00-6.00pm In person, followed by “get together” with past board members and staff. Location to be confirmed.

SUMMARY OF ACTIONS

Action arising	Action	Who	Complete?
15/11/23	Board Members and Attendees to raise awareness of and encourage participation at Skills Bootcamps in 2024	All	Ongoing
12/12/23	Circulate projects funded by C&W UDF	PC	
12/12/23	Confirm approval of the updated LAF by correspondence	IB	Complete