

**Minutes of the Cheshire and Warrington Local Enterprise Partnership**

**Performance and Investment Committee Meeting**

**Held on 27th April 2022 at 1600 via Teams**

**In attendance:** Chris Hindley (Chair), Nichola Newton (Deputy), Ian Traynor, Peter Skates, Stewart Brown, Rebecca Luck, Ian Brooks

**Apologies:** Catherine Walker, Loren Jones, Alex Thompson

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| **Item No.** | **ITEM** | | |
| 1. | **Welcome, Introductions and Apologies**  The Chair noted the apologies as above. | | |
| 2 | **Conflicts of Interest**  Declarations of interest: CH is part of the skills bootcamp initial expression of interest. | | |
| 3 | **Minutes and actions arising**   * The minutes of 23rd March 2022 were approved. * RL confirmed that majority of LGF skills re-forecasting action plans had been received, giving confidence to the ability to get the skills area back on track regarding output delivery. However, many of the other LGF projects were late with their annual returns, and therefore an LGF review item would be added to the May board. * RL confirmed that Carpe Diem had signed all transfer paperwork and had arranged for asset transfer with Creative HUT. Creative HUT had received their own offer letter, and were doing a final review prior to signing. * RL confirmed that concerns about potential Russian and Belarusian interests and a wider risk item about “knowing our suppliers/grant recipients” was on our corporate risk register. | | |
| **ACTIONS** | **OWNER** | **BY WHEN** |
| N/A |  |  |
| 4 | **Skills Bootcamps**  RL presented the Bootcamp slidepack.  There were notable concerns raised by board members regarding the decreasing window to deliver the bootcamps within, noting that a grant offer letter is still yet to be received and the grant spend timeframe remains March 2023. RL highlighted that in grant offer letters received by mayoral combined authorities there were two additional milestones referenced to deliver 20% of learner starts and 50% of learner starts; the LEP therefore needs to be mindful of these dates and confirm deliverability prior to signing the grant. RL confirmed that the approach of the LEP was to start off with pilots and a smaller sized bootcamp delivery plan, that could be scaled up if successful, rather than requiring scale down or poor delivery.  NN flagged the bureaucracy and paperwork for training providers was likely to be a significant challenge for training providers, and therefore any opportunity to streamline paperwork and monitoring requirements and to ensure expectations for training providers is clear up front. However, there remains a notable risk that training providers are either not able to bid for the programme due to the paperwork, or potentially have misplaced confidence in being able to handle the data requirements.  CH noted that communication and honesty/transparency was going to be key throughout the programme delivery, and that to date the project team had sought to learn from existing bootcamp delivery partners and status of the grant was being communicated regularly with all those that assisted in the original proposal submitted.  Board agreed the recommended role of P&I. | | |
| **ACTIONS** | **OWNER** | **BY WHEN** |
| RL to add raised concerns to the project risk register. | RL | ASAP |
| 5 | **Q4 GBF Return**  RL highlighted that an updated freedom and flexibilities (F&F) tab was now included in the Government return, which requires visibility of when any F&F used would return to the specified projects.   * Chester Drainage Tunnel has claimed 100% of their allocation. * Bus Depot has claimed 100% of their £1.2m allocation by the deadline, and their audit return has also been received; however we would now need to track when the £4m used for Centre Park Link would return to the Bus Depot project throughout 22/23. * MDC were still preparing their audit return and their closure return, which is expected 29/04/22. * Blocks 22-24 still has claims being received and processed by the LEP, and therefore CEC had assisted with F&F to allow rollover of the £4.4m, this allocation will be drawn down / directed to Blocks 22-24 throughout this financial year.   RL confirmed that the return was still subject to S151 sign off.  P&I approved the return, subject to S151 sign off. | | |
| **ACTIONS** | **OWNER** | **BY WHEN** |
| RL to submit return to Government, with S151 sign off. | RL | 27/05/22 |
| 6 | **P&I Evaluation & TOR Review**  RL presented the evaluation slidepack.  P&I approved the change to the TOR, and an annual evaluation of the committee effectiveness and subsequent TOR review.  RL highlighted that a new programme management solution was being obtained that would support the improvement areas highlighted by the board regarding programme risk management, early-warning signals etc. and it would assist with accessible and live reporting features and facilitate greater/quicker interrogation.  RL referenced that improvements were in the process of being made regarding improvements on investment decisions, to ensure wider implications are consistently captured, most notably capturing potential hr/finance/legal implications. | | |
| **ACTIONS** | **OWNER** | **BY WHEN** |
| RL to publish the updated TOR | RL | ASAP |
| RL to explore options for an improved induction/development programme | RL | June |
| 7 | **Programme Manager Update**  RL presented the programme manager update. | | |
| **ACTIONS** | **OWNER** | **BY WHEN** |
| N/A |  |  |
| 8 | **AOB**  Board agreed to aim to meet in person every 3 months, providing the agenda warranted an in-person session.  Next meeting is scheduled for 25th May and will be virtual. | | |
| **ACTIONS** | **OWNER** | **BY WHEN** |
| RL to prepare a forward plan for in-person meetings. | RL | 25/05/22 |