



## Cheshire and Warrington Local Enterprise Partnership Overview and Scrutiny Committee

**Date:** 2 December 2020

**Time:** 2.00pm

**Venue:** Via Teams (link to be sent via email)

**Chair:** Councillor S Parish (Warrington Borough Council)

**Membership:** Catherine Barber-Brown, Tracey Walsh, Helen Nellist, Councillor Paul Donovan (Cheshire West and Chester Council) and Cllr Laura Crane from Cheshire East Council.

Small Business Group (ex officio members) – Phil McCabe and Rob Mackay.

**Officer Contact:** Sharon Parker, Democratic Services Manager, Warrington Borough Council,  
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### AGENDA

Agenda Item		Lead	Timings
<b>Open Meeting</b> - Items during the consideration of which the meeting is expected to be open to members of the public (including the press)			
1.	<b>Apologies for Absence</b>	Chair	2.00 pm
2.	<b>Declarations of Interest</b>	Chair	2.00 pm
3.	<b>Minutes</b> of the Meeting held on 2 September 2020	Chair	2.05 pm
4.	<b>Membership of the Committee</b>	Chair	2.15 pm
5.	<b>Progress Report – January 2020 to September 2020</b>	Chair	2.20pm
6.	<b>Follow up on the response to Covid</b> and the points raised at the previous meeting in respect of comments made on the recovery plan.	LEP officer	2.50
7.	<b>Brexit</b> – implications for the Region.	LEP officer	3.10

8.	Recruitment to the vacancies on the various Committees of the LEP – input from the Scrutiny Committee specifically on where to advertise the positions, criteria for selection and interview questions.		3.30
9.	<p><b>Public Participation</b></p> <p>To receive questions from members of the public in accordance with Governance Procedure Rule 6. A total period of 15 minutes will be allocated for members of the public to speak at Panel meetings. Each member of the public shall be limited to a period of up to 5 minutes speaking.</p> <p>Members of the Public may speak on any matter relating to the work of the Committee. During public speaking time, members of the public may ask questions of the Committee and the Chairman in responding to the question may answer the question, may decline to do so, may agree to reply at a later date or may refer the question to an appropriate person or body.</p> <p>Questions will be asked and answered without discussion. In order for officers to undertake any background research, members of the public who wish to ask a question at a Committee meeting should submit the question at least a day before the meeting.</p> <p>Members of the public are to be able to put questions direct to the Committee via social media platform Twitter: @candwlep</p>	Chair	3.45
10	<b>Work Programme</b> – Attached	Chair	3.45
11.	<p><b>Proposed - Future Meeting Dates (2pm)</b></p> <p>3 March</p> <p>2 June</p> <p>1 September</p> <p>1 December</p>	Chair	3.55
<b>Part II - Matters to be discussed in private</b>			
12.	Nil		

**Cheshire and Warrington Local Enterprise Partnership Overview and Scrutiny Committee**

**Wednesday 2<sup>nd</sup> September 2020  
Virtual Meeting via Teams**

**Present:** Councillor Steve Parish (Chair), Tracy Walsh, Catherine Barber-Brown, Helen Nellist, Yvette Hastings, Cllr Paul Donovan and Cllr Laura Crane.

**Also In Attendance:**

- Phillip Cox - Cheshire and Warrington LEP
- Ian Brooks – Cheshire and Warrington LEP
- Roy Newton - Cheshire and Warrington LEP (item 6)
- Rob McKay – Cheshire Business Group
- Sharon Parker – Warrington Borough Council (secretariat)

**23. Apologies**

Apologies were received from Phil McCabe.

**24. Declarations of Interest**

Nil.

**25. Minutes**

The minutes of the meeting of the Scrutiny Committee held on the 2<sup>nd</sup> June 2020 were received as a correct record.

**26. Membership of the Committee**

**Noted:**

- (1) Cllr Laura Crane had been appointed as a representative from Cheshire East.
- (2) Phil McCabe and Rob Mackay had been nominated as the 2 representatives from Cheshire Business Group but were going to confirm membership.

**27. Review the implementation of the strategic economic Plan and identify opportunities for improvement.**

The Committee received a presentation from Philip Cox on the above. Information was provided on the LEPs vision going forward taking Covid into account:

The following points were made:

- Impact of Covid on the national economy but also in Cheshire and Warrington with 128,500 people furloughed and a 73% increase in universal credit claims.

- Increase in unemployed, figures ranged from 15,000 to 60,000 with the peak thought to be in November.
- However some companies had been taking staff on and there some industries that were unaffected by the crisis.
- Long term there were questions about digital inclusion particularly in the rural sector and the problems that some young people had not being able to learn on line when in lockdown.
- Amount of online trade had doubled but particular issues around the retail and hospitality industries. One in five shops were closing.
- The LEP had reflected on the issues and concluded that it had been achieving fast economic growth but it needed to be more inclusive, more sustainable and healthier.
- Details were provided on how the vision was to be implemented including the development of the Sustainable Growth Commission. The makeup of the commission was provided together with the key short term goals including getting people back into employment.

The Committee discussed in detail the information provided and asked:

**1. How inclusive was the Commission?**

A great deal of thought was being given to this and were trying to include experts but were also conscious of gender and BAME etc.

**2. Inclusivity was so important given the number of people working from home. Also most of the child care arrangements did fall to the female was the commission looking at all these options?**

Good point the people on the Commission were going to delve into the issues and pose questions. There were opportunities too in how people were working now.

**3. Conservative Manifesto was providing for incentives for care leavers in employment was this being looked at?**

The Commission would be looking at the areas it should focus on, it could be an area of scrutiny?

**4. The milestones identified how would they be transferred to more manageable ones? Could a flavour of what it looks like be provided? How do you know when you have inched towards progress?**

Need to think about this but a key issue would be getting jobs back and supporting the unemployed.

**5. Ensuring growth aspirations were joined up. More jobs that were sustainable.**

Looking at getting those that were in the lowest paid in retail and hospitality into higher paid jobs such as logistics. This had been dismissed as low skill but it was now embracing other skills such as IT.

**6. What about purposeful activity for the unemployed that was helpful to the mind?**

Free online training was available for the unemployed. Had not thought of volunteering.

**7. Rural growth – what was planned for this?**

Important part of the economy. Rural broadband had been doubled which was essential. Rural transport needed to be thought about. Interestingly more people had been accessing more local facilities during Covid rather than the bigger cities.

**28. To commission and review mid-term and end of term evaluations of programmes and projects. Get Building Fund.**

Roy Newton presented the committee with an update on the Get Building Fund, the following was discussed:

- Hugely challenging time table
- Criteria, funding and timetable were provided
- 3 key schemers – Chester – drainage tunnel, Warrington – electric charging points for electric bus fleet and validation centre of excellence at Alderley Park

**29. Public Participation**

To receive questions from members of the public in accordance with Governance Procedure Rule 6. A total period of 15 minutes will be allocated for members of the public to speak at Panel meetings. Each member of the public shall be limited to a period of up to 5 minutes speaking.

Nil

**30. Work Programme**

Agreed.

Session to be organised by the Centre for Public Scrutiny. (IB)  
Short paper on work of the Committee over the past 10 months (SP)

**31. Future Meeting Dates**

Decision – To note the following schedule of meetings, commencing at 2.00pm, via Teams.

Dates for 2020/2021:

- 2 December 2020

**32. Part II – Matters to be discussed in private**

Nil



**Cheshire and Warrington Local Enterprise Partnership  
Overview and Scrutiny Committee**

**Title: Overview and Scrutiny**

**Agenda items:**

**Prepared by: Sharon Parker**

**Date of Report: 2 December 2020**

**A. Executive Summary**

This report is intended to support the Cheshire and Warrington Local Enterprise Partnership Overview and Scrutiny Committee and to provide a review of the period January to September 2020. The following information is provided

- Membership
- Terms of Reference
- Public Representations
- Work Programme
- Key Themes identified by the Committee
- Recommendations

**B. Recommendations /Actions Requested**

To note the progress of the Overview and Scrutiny Committee and decide on an appropriate course of action going forward.

**C. Details**

**1. Membership**

1.1 Within the original terms of reference agreed in January 2020, it was proposed that the Cheshire and Warrington Local Partnership Overview and Scrutiny Committee had a “membership of six, made up of three Local Authority representatives and three private sector representatives. These must not be board members of the LEP.”

1.2 As at January 2020 the membership for the Cheshire and Warrington Local Partnership Overview and Scrutiny Committee was as follows:

Private Sector Representatives

1. Catherine Barber-Brown

2. Tracey Walsh
3. Helen Nellist

Local Authority Representatives

1. Councillor Steve Parish – Warrington Borough Council
2. Councillor Paul Donovan – Cheshire West and Chester Council
3. Councillor Brian Roberts – Cheshire East Council

- 1.3 Councillor Steve Parish was appointed as the Chair and Helen Nellist as Deputy. Sadly Councillor Brian Roberts (Cheshire East) passed away in January 2020. The vacancy left by Councillor Brian Roberts was filled by Councillor Laura Crane (Cheshire East).
- 1.4 The Committee felt it appropriate to include representatives from the Small Business Sector to provide a greater cross section of representation. The Cheshire Business Group nominated Phil McCabe and Rob Mackay as ex officio members. Yvette Hastings had attended and represented the Small Business Sector prior to their formal nomination.
- 1.5 As at 10 November 2020, membership of the Cheshire and Warrington Local Partnership Overview and Scrutiny Committee is as follows:
  - Councillor Steve Parish (Chair) -Warrington Borough Council
  - Tracy Walsh – Private Sector Representative
  - Catherine Barber-Brown – Private Sector Representative
  - Helen Nellist – (Deputy Chair) Private Sector Representative
  - Phil McCabe – Small Business Sector Representative (ex officio)
  - Rob Mackay – Small Business Sector Representative (ex officio)
  - Cllr Paul Donovan – Cheshire West and Chester Council
  - Cllr Laura Crane – Cheshire East Council
- 1.6 The January and March 2020 meeting both took place at Wyvern House. The June and September 2020 meeting were held via Teams due to the current Covid 19 situation. Since the first meeting in January 2020 to September 2020 attendance for members has been 100%.

**Impact**

Greater representation of membership through extending to the smaller business sector

**2. Methods of Working**

- 2.1 The Committee when it was originally set up decided to focus on the terms of reference as its work programme. It did however, add additional items at its early meetings.



2.2 The Committee also intended to split up the various committees/board of the LEP amongst its membership in order to extend its knowledge and potentially provide further areas of work for the work programme.

2.3 During the first meeting of the Committee the membership met in advance of the main meeting to talk through items.

2.4 With the onset of the Covid Pandemic the work programme changed focus to provide for an overview on how the LEP was reacting to the issue.

2.5 At the September meeting of the Committee it was proposed that it might be an opportune time for the Committee to join up with the Centre for Public Scrutiny to consider future direction. Contact has been made with the Centre and further information is awaited.

**Consideration**

1. Does the Committee wish to go back to having a pre meeting?
2. Does it wish to split the committees up amongst membership to provide greater accountability and a stronger knowledge base?
3. Consider how and when the Committee may wish to make use of the services of the Centre for Public Scrutiny.
4. Would more information in advance of the meeting provide for greater challenge from the Committee?

**3. Public Representation**

3.1. The committee has previously discussed allowing public representations to be made at LEP meetings, in a more accessible format than they currently have. However due to the restrictions of Covid 19 this has not yet taken place.

**Consideration**

Is this a piece of work that the Committee wishes to look at? Could twitter be used?

**4. Terms of Reference**

4.1 The attached terms of reference were agreed at the January 2020 meeting with the exception of changes to membership and the quorum remaining at 4 but with a representative from each sector present (Local Authority, business and smaller business community) they have not been changed since this time. An annual review of the Terms of Reference will take place at the first meeting in 2021.

**Action**

Review of the Terms of Reference to be added to the March 2021 meeting.

**5. Key Themes /Work Programme**

- 5.1 As mentioned previously the Work Programme was primarily set up based on the terms of reference of the Committee but Members have added to it as it has evolved. The June 2020 meeting was devoted to the LEP's response to Covid 19.
- 5.2 Key themes that the Committee has picked up on have been;
1. Equality of Spend through the Region and ensuring it got to the areas most in need.
    - What measures were in place to ensure that spend got to the disadvantaged in the region.
  2. Support for the unemployed, including the provision of wellbeing measures.
    - Quality of advice from the Growth Hub and the type of information sought.
    - How many employers were following through with the pledge.
    - Was there an inclusivity policy of what and how support was being provided by the Growth Hub? Some information but not complete.
    - Support for those suffering with mental health issues – was this provided for in the recovery programme? What purposeful activity is provided for the unemployed?
  3. Appropriate representation on bodies

Was the Commission appropriately representative of the Region?

Since January 2020 the committee have discussed and provided challenge on the following;

**January 2020 –**

- Review of the implementation of Strategic Plan
- Review of Progress of the Programmes that the LEP manages.

**March 2020**

- Presentation of the LEP Governance Structure
- To Review the Combined Outputs of all LEP Programmes

### **June 2020**

- Presentation by Growth Hub on Business Support, Impact of Brexit and resilience measures
- Cheshire and Warrington LEP – Response to Covid – 19

### **September 2020**

- Review the implementation of the Strategic Economic Plan and identify opportunities for improvement
- To commission and review mid- term and end of term evaluations of programmes and projects.

## **6. Conclusion**

The Committee has met on four occasions since its inaugural meeting in January 2020. Attendance is at 100%. The Committee have continued to meet through the Covid Pandemic through virtual meetings.

The Committee identified the need to further extend its membership to include the smaller business sector which has been actioned with the addition of two new ex officio members.

Support has been provided from the LEP and the Secretariat. The Committee were supportive of a session taking place with the Centre for Public Scrutiny and further details are awaited from them.

The Committee may wish to reflect on some of the points identified in the report to help form part of their work programme going forward and ways in which they may wish to work.

## **7. Recommendations**

7.1 That the committee notes the content of the report and makes recommendations as appropriate on how it wishes to use the content going forward.

**Scrutiny**  
**Committee Terms**  
**of reference**

Updated November 2020

**1. Membership**

It is proposed that the committee has a membership of six, made up of three Local Authority representatives and three private sector representatives. These must not be board members of the LEP.

Chair: To be a representative from a Local Authority on an annual rotating basis

The Chair will be appointed at the first meeting of the committee for a period of one year. After this time a new chair should be appointed every year.

The Members of the committee

are: Catherine Barber – Brown

Tracey

Walsh

Helen Nellist

Cllr S Parish - Warrington Borough Council

Cllr Paul Donovan - Cheshire West and Chester

Council

Cllr Crane- Cheshire East Council

Two – ex officio members from the smaller business sector.

- Phil McCabe – Small Business Sector Representative (ex officio)
- Rob Mackay – Small Business Sector Representative (ex officio)

Each member will be appointed for a period of 18 months.

Appointees may, if they so wish, serve for a period of two consecutive terms of office, subject to the usual appointment arrangements.

Representatives who are unable to attend for two consecutive meetings without reasonable cause are to be disqualified.

## **2. Overview of the Role of the committee:**

The Scrutiny Committee's function is to increase transparency of the decisions made by the LEP and to give further assurance by providing an independent committee that is able to explore and interrogate the rationale for decisions made. The Committee will not have the power to delay or refer back the LEP's decisions, but it will be able to publicise its conclusions and make recommendations for improvements to the LEP's decision making processes. Its remit will therefore be very similar to the Public Accounts Committee. The committee will be able and make recommendations for improvements to the decision-making process if appropriate.

The Agenda for the committee should be broadly set at the beginning of each year and will consist of long-term review of LEP programmes but will also allow enough flexibility and time for a review of other significant decisions as they arise in the year.

The terms of reference will be reviewed annually to ensure they align with government policy around accountability and transparency.

## **3. Objective of the Scrutiny Committee**

The objective is to make positive recommendations for how future decisions of the LEP can be effectively implemented.

All the deliberations of the committee will be held in public and made public in order to help transparency with regard to how and why decisions have been made by the LEP board and committees.

## **4. Terms of Reference**

The Scrutiny Committee is specifically charged with:

- Review the decision making of each of the sub-committees and Board of the LEP to ensure due process has been followed and there is a transparent audit trail.
- Review the progress of the programmes that the LEP manages including but not limited to: Local Growth Fund, Growing Place Fund, European Programme and the Growth Hub. The committee should identify and/or consider issues raised, promote best practice and make recommendations for improvement if appropriate.
- Review the implementation of the Strategic Economic Plan and identify opportunities for improvement.
- Review the output and outcome information of the programmes to ensure that the LEP activities are having a beneficial impact on the economy of the LEP area.
- To make recommendations for consideration to the Board and/or committee with respect to the discharge of any functions.
- Review and advise the LEP board on matters of transparency, ensuring that the LEP is meeting the highest standards of transparency and, in particular, the required standards as set down by the Central Government.
- To commission and review mid-term and end of term evaluations of programmes and projects.

- To liaise with other LEPs over the development and dissemination of best practice.

**5. Reporting**

The committee will report to the LEP board and sub-committees with recommendations as appropriate.

**6. Meetings**

The committee will meet quarterly and the meetings will be open to the public. The minutes of the meeting and Agenda will be published on the LEP website.

**7. Conflicts of interest**

Conflicts of interest should be declared at the start of each meeting and will be dealt with in accordance with the LEP's Conflicts of Interest Policy.

**8. Quorum**

The meeting will require four members to be present to be quorate (one from each sector).

Scrutiny Committee Work Programme – January to December 2020

Work Programme Topic	Purpose of the item	Origin of Item	Lead Officer	Date of Meeting	Comments
1.	Review the decision making of each of the sub-committees and Board of the LEP to ensure due process has been followed and there is a transparent audit trail.	Terms of Reference		5/03/20	Presentation on the Governance Structure of the LEP including the roles and work programmes of other committees
2.	Review the progress of the programmes that the LEP manages including but not limited to: Local Growth Fund, Growing Place Fund, European Programme and the Growth Hub. The Committee should identify and/or consider issues raised, promote best practice and make recommendations for improvement if appropriate.	Terms of Reference		20 <sup>th</sup> Jan 2020 3 June 2020	Presentation by Growth Hub on Business Support, Impact of Brexit and resilience measures.
3.	Review the implementation of the strategic economic Plan and identify opportunities for improvement.	Terms of Reference		2 September 2020	Review of how delivery addresses sustainability, inclusivity, healthy growth, social value. Impact of

					devolution and mayoral combined authorities.
4.	Review the output and outcome information of the programmes to ensure that the LEP activities are having a beneficial impact on the economy of the LEP area.	Terms of Reference		20 <sup>th</sup> Jan 5 March 2020	To review the combined outputs of all LEP programmes.
5.	To make recommendations for consideration to the Board and or committee with respect to the discharge of any functions.	LEP Scrutiny Committee		ongoing	
6.	Review and advise the LEP board on matters of transparency, ensuring that the LEP is meeting the highest standards of transparency and, in particular, the required standards as set down by the Central Government.	Terms of Reference		Deleted from 3 June 2020. New date to be agreed.	Presentation on the requirements laid out in the Local National Assurance Framework and how they are being fulfilled. To include diversity
7.	To commission and review mid-term and end of term evaluations of programmes and projects.	Terms of Reference		2 September 2020	Review of projects underway and in the pipeline mapped against the LIS, and areas of deprivation.



8.	To liaise with other LEP's over the development and dissemination of best practice.	Terms of Reference		Deleted from 3 June 2020. New Date to be agreed.	Paper on the Peer Review of the LEP with the Black County LEP
9.	Merging of the European funding and Local Growth Fund by the end of 2021 – how will this be spent, scale and prioritised, particularly on the disadvantaged in the area?	LEP Scrutiny Committee		tbc	
10.	How does the LEP ensure that there is equality in spend/spread of monies reflecting deprivation wards and disadvantaged areas. What is the oversight for this?	LEP Scrutiny Committee		tbc	See items 1 and 7
11.	What is the LEP budget compared to the Regional Development Agency?	LEP Scrutiny Committee		tbc	
12.	Devolution – how would this work with mayoral combined authorities?	LEP Scrutiny Committee		tbc	See item 3
13.	Understanding of the work programmes of other committees to avoid duplication.	LEP Scrutiny Committee		tbc	See item 1.
14.	Brexit – What is the impact of this?	LEP Scrutiny Committee		2 December 2020	See item 2.

15.	Unhealthy growth – How does the LEP Board ensure that growth is Healthy for the C&W population	LEP Scrutiny Committee		tbc	See item 3.
16.	Understand how the actions and investments underway/planned/funded map against the LIS?	LEP Scrutiny Committee		tbc	See item 7
17.	Impact of Covid-19	LEP Scrutiny Committee		3 June 2020	