

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

**Performance and Investment Committee Meeting**

**Held on 20th July 2022 at 1600 via Teams**

**In attendance:** Chris Hindley (Chair), Nichola Newton (Deputy), Ian Traynor, Peter Skates, Alex Thompson, Rebecca Luck

**Apologies:** Loren Jones, Stewart Brown, Catherine Walker, Ian Brooks

**Presenters:** N/A

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| **Item No.** | **ITEM** | | |
| 1. | **Welcome, Introductions and Apologies**  The Chair noted the apologies as above. | | |
| 2 | ***Conflicts of interest / P&I approach to Skills Bootcamps***  Ongoing conflict of interest noted for Skills Bootcamps for both CH and NN.  RL confirmed that as the P&I board was not a decision-making committee relating to Skills Bootcamps, and that it would not receive any commercially sensitive material, therefore the committee could continue to operate without any significant changes; however, it is important to continue to note the ongoing Skills Bootcamp conflict. | | |
| 3 | **Minutes & Actions arising**  Committee approved the minutes from its 25th May meeting.  RL confirmed:   * the HPPC project for UoC would present an update at the September board; * a Skills Bootcamp Lot 1 / Pilot Review would be added to the board’s future agenda; * with many local authority LGF projects on bi-annual reports, a thorough update would be provided as a result of their Half 1 return. * Investment “know your supplier” checklist remains under development, with many learnings materialising as part of the Skills Bootcamp programme to further inform the approach. | | |
| **ACTIONS** | **OWNER** | **BY WHEN** |
| RL to update the 21st September meeting to in-person and provide details of location etc. | RL | ASAP |
| 4 | **22/23 Delivery Plan**  CH informed the committee that they have a role to play in holding the LEP to account on meeting this delivery plan. Therefore P&I should consider any areas of priority for the first phase of call-ins.  RL took the committee through the published 22/23 delivery plan, and the current areas of focus for the teams at this point in the year.  IT advised that in order to carry out this accountable role, that the committee would need to have the authority and confidence to challenge the delivery plan, to ensure there is meaningful output as a result of any challenge. Therefore, recommended the development of a format/framework on how to tackle call-ins and subsequent action plans. AT also highlighted a potential concern that our activity could be duplicated within the delivery committees, and therefore echoed the importance of a clearly defined role. NN echoed the importance of having a relevant framework for challenge, and also noted that the committee would need visibility of any additional KPIs that underpin many of these deliverables, and that these would need to be provided in advance of any call-in agenda item.  IT queried whether there were duplications of this delivery plan with the developing proposals for UKSPF, and in particular whether there was a risk of double counting. RL confirmed that the delivery plan captured the role of the LEP is to facilitate and support the local authorities with the development of their proposals, and in providing relevant evidence. this is separate proposal.  PS explained that the process for UKSPI is similar to ERDF and also that discussions are ongoing with all local authorities in the region, which should al help to mitigate any risk of double counting coming through.  Following priority areas were identified:   * IT: Net Zero and the Pledge * AT: Net Zero * NN: Net Zero, Skills and the Pledge * PS: Town Centres * It was also noted by the committee that P&I would be able to provide an overview across the LEP, and therefore part of the role would be to ensure there aren’t any programmes/projects that directly contradict our vision, and that decisions are therefore made holistically i.e. sustainable travel and Net Zero. | | |
| **ACTIONS** | **OWNER** | **BY WHEN** |
| * Creation of the mechanism/framework for P&I acting as the “critical friend” for delivery areas.   + The framework must look to ensure that P&I can hold delivery areas to account in real-time and not simply retrospectively. * Definition of the accountability role of P&I for the delivery plan, taking into account the role of the other committees, including Overview & Scrutiny. | RL & IB | 24th August |
| 5 | **Quarterly Corporate Risk Review**  RL took the committee through the first quarterly corporate risk review, following the update to the risk policy, this included sharing of:   * Highest rated risks * Risks with an upward trajectory * New risks * Closed risks * Issues   CH highlighted that the issue connected to the uncertainty created by the LEP review, and the subsequent risk to officer motivation and flight risk, should also consider the additional impact of the cost-of-living crisis on officers. Additional mitigating considerations should therefore also be given to the cost-of-living crisis.  AT highlighted notable concern about the stated “decision” regarding council local match funding that was adjusted based on the required percentage of local match stated in the new core funding letter from Government; especially considering that local authorities would have budgeted for the local match at the previous level, and the LEP board discussed in its May meeting the need for an early approach with the local authorities to confirm their contributions to the LEP. As a result there were two issues highlighted:   * Whether this decision was transparent; * Whether the local authorities were receiving the same value/output for a lower cost, or if they were receiving a lower value/output, as a result of the lower cost.   AT noted the GDPR risk that is captured with an upward trajectory, and while understanding the nature of the rise being a result of more personal data being shared with and by the LEP for Skills Bootcamps, would expect to see this risk come down with necessary mitigating actions. | | |

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|  | **ACTIONS** | **OWNER** | **BY WHEN** |
| RL to ensure additional mitigations are considered for cost-of-living crisis impact on officers. | RL | 24th August |
| IB to prepare a financial update for P&I, including:   * Forecast utilisation of reserves for this financial year, and therefore broad budget overview; * Rationale for the decision to not seek local match from local authorities at the 21/22 level. | IB | 24th August |
| RL to take particular attention of the action plan for the GDPR risk, to ensure that the overall risk score is under control before the next update. | RL | Sept |
| 6 | **Programme Manager Report**  RL took the committee through the programme manager report.  NN provided support for the conclusion regarding Skills Bootcamps, in ensuring that we minimise bureaucracy and maximise flexibility.  PS noted his confidence with the Poynton Relief Road team, as they were the same team that delivered the Congleton Link Road. | | |
| **ACTIONS** | **OWNER** | **BY WHEN** |
| N/A |  |  |
| 7 | **AOB**  N/A | | |
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| Next Meeting scheduled for 24th August (Virtual Teams)  21st September meeting will be in person. | | | |