



Cumbria
**Local Enterprise
Partnership**

unleashing potential through partnership

Minutes of a Meeting of the Cumbria Local Enterprise Partnership held on Wednesday, 28 February 2018 at Redhills, Penrith (by teleconference) at 10.30 am

Board Members Present:

Jackie Arnold (Vice-Chair, in the Chair), Giles Archibald, John Coughlan, Rob Johnston, Nigel Wilkinson and Stewart Young (Vice-Chair)

In Attendance:

Mr G Haywood	LEP Director
Mr P Evans	BEIS
Mr S Falou	BEIS
Mrs A Hatcher	Cumbria County Council

The meeting had taken place by telephone conferencing due to the adverse weather conditions. The Vice Chair opened by saying she had been asked to Chair this meeting and the Board needed to deal with Item 6 – LEP Governance and Transparency – Implementation of Best Practice Guide as a matter of urgency. All other items could be deferred until the next meeting scheduled for 16 March 2018. It was **AGREED** to proceed on this basis.

63 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr G Beveridge, Mr C Glover, Mr J Jackson, Mr M McKinley, Ms J Mennell, and Mr A Smith.

64 DECLARATIONS OF INTEREST

There were no declarations on interest on this occasion.

65 MINUTES OF PREVIOUS MEETING

It was **AGREED** that this item be deferred until the next meeting.

66 UPDATE FROM THE CHAIR & VICE CHAIRS

The Vice Chair (in the Chair) updated on the following:-

- Appointment of LEP Chair – one application had been received for the position of Chair. This was currently being assessed and scored. Additionally, the private sector Board members were considering how best to promote the role and encourage wider private sector interest.
- Appointment of LEP Chief Executive – there had been a good response to the advert for this position. A strong short list would go forward for interview in the next 2 or 3 weeks.

67 MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

(A) BEIS Update

Representatives from BEIS explained the context for the 2 day visit to the LEP scheduled for the 6 and 7 March – pursuant to the letter from BEIS dated 20 February 2018 that had been circulated to the Board. The main driver was the set of recommendations from the Mary Ney review. Cumbria was one of the 12 LEPs selected for a ‘deep dive’ visit to look at compliance with National Guidelines.

The Vice Chair (in the Chair) commented that this was a positive opportunity for the LEP to demonstrate that it had adopted all of the guidelines.

68 LEP GOVERNANCE AND TRANSPARENCY- IMPLEMENTATION OF BEST PRACTICE GUIDANCE

The LEP Director presented a report which explained that following the publication of the Mary Ney Review in to LEPs, Government had published “Local Enterprise Partnership Governance and Transparency Best Practice Guidance”. The purpose of this report was to outline and seek approval for the changes that were required to the Cumbria LEP Assurance Framework and associated Appendices, and Governance sections of the website to ensure compliance with the guidance.

On publication of the review a series of recommendations were made on how LEP’s could improve their governance and transparency processes as well as recommendations to Government on how they could improve their guidance to assist LEPs in implementing these processes. The LEP Director took members through these recommendations.

The Board recognised the need to adopt the new requirements so that the LEP website could be updated by the close of play on 28 February 2018.

John Coughlan asked for clarity over what would fall within the Part I and Part II definitions for future board meeting agendas. Mr S Young explained that Local Authorities had guidance on what could be considered to be confidential and

therefore placed in Part II and not published on the website. It was **AGREED** that a copy of the County Council's guidance would be circulated to the Board for information.

Mr N Wilkinson asked that the correct Appendix No be attributed to the Complaints Policy. It was **AGREED** that this would be checked and corrected if necessary.

RESOLVED that,

- (1) The Board agree to the following changes to LEP procedures to ensure transparency of LEP meetings and appropriate confidential reporting procedures:
 - LEP meeting agendas and papers to be published 5 days before the meeting takes place. (This applies to the LEP Board and Investment Panel)
 - LEP Board and Investment Panel minutes to published 10 days after the meeting takes place. (This applies to the LEP Board and Investment Panel)
 - Any declaration of interest made at a LEP meeting to be included in the minutes of the Board meeting. A new declaration of interest should be up-dated on the relevant member's register of interest.
 - Introduction of Part 1 (Public) and Part 2 (Private) Papers for the Board and other decision making groups of the LEP.

- (2) The Board is recommended to approve the introduction of revised policies utilising the templates provided within the best practice guidance to ensure compliance with the Government best practice guidance on governance and transparency:
 - Complaints Policy (Appendix A) to replace Appendix 17 in the Central Assurance Framework
 - A new Whistleblowing Policy (Appendix B) is introduced to the Central Assurance Framework
 - Code of Conduct (Appendix C) to replace Appendix 20 in the Central Assurance Framework
 - New Register of Interests covering additional requirements and to cover new Board Members. (Appendix D)

- (3) The Board is asked to note that the LEP Chief Executive will be the designated Responsible Officer for the Whistleblowing Policy with the Accountable Body's Section 151 Officer as the alternative officer in the event that a complaint is against the Responsible Officer.

- (4) All Board agreed and complied with the new Code of Conduct policy at Appendix C. The Code of Conduct policy will also apply to all LEP sub-groups.

- (5) The Board notes that the above changes are to be made on 28th February 2018 to allow the S151 Officer to confirm that the LEP is in compliance with Government best practice as part of the statement of compliance.
- (6) The Board agreed to delegate authority to the LEP Director in consultation with the Cumbria County Council Section S151 Officer as Accountable Body to implement the consequential changes to the LEP Central Assurance Framework from the new Government guidance and the recommendations above.
- (7) The Board note that the LEP website will be up-dated to reflect the changes outlined above.

Mr R Johnston left the meeting at this point.

69 RESPONSE TO THE S4W INDEPENDENT REVIEW

It was **AGREED** that this item be deferred to the next meeting.

70 SCRUTINY REVIEW

It was **AGREED** that this item be deferred to the next meeting.

71 LEP CORE AND STRATEGIC REVENUE BUDGET UPDATE ON 2017/18 BUDGET

It was **AGREED** that this item be deferred to the next meeting.

72 PROPOSED 2018/19 LEP CORE AND STRATEGIC REVENUE BUDGET

It was **AGREED** that this item be deferred to the next meeting.

73 FORWARD PLANNER (STANDING ITEM)

It was **AGREED** that this item be deferred to the next meeting.

74 ANY OTHER BUSINESS

74.1 Scrutiny Panel Minutes

Mr G Archibald raised a number of questions on the Scrutiny Panel minutes that had recently been circulated to the Board. Firstly, should the Board see the documents referred to in the minutes ie the letter from the district councils. It was **AGREED** that the LEP should request copies of the documents.

Secondly, Mr Archibald queried whether the Scrutiny Board minutes should be on the website and therefore in the public domain. The LEP Director explained that it had been requested at the Annual Conversation and was referred to on the BEIS letter dated 20 February 2018 in relation to the 'deep dive' visit. It was **AGREED** that the Scrutiny Panel minutes be uploaded onto the LEP website.

74.2 Register of Interests

Mr N Wilkinson wished that it be recorded that he had supplied his signed register of interest form in July 2017, but it had not been loaded onto the website. He had now completed and returned his new form.

75 DATE & TIME OF NEXT MEETING

The next meeting will be held on 16 March 2018 at 9.30am at Redhills, Penrith

The meeting ended at 11.45am