

**SHEFFIELD CITY REGION LOCAL ENTERPRISE PARTNERSHIP BOARD
NOTES OF MEETING HELD ON 6 AUGUST 2018**

Board Members: Sir Nigel Knowles (Chair), Nigel Brewster (Vice Chair), Councillor Julie Dore, Mayor Dan Jarvis, Councillor Tricia Gilby, Alexa Greaves, Councillor Michael Gordon, Councillor Sir Steve Houghton CBE, Mayor Ros Jones CBE, Julie Kenny CBE, Neil MacDonald, Martin McKervey, Councillor Chris Read, Councillor Lewis Rose OBE and Richard Stubbs

In attendance: Co-Opted Members: Simon Carr and Chris Scholey

Officers: Ruth Adams, Fiona Boden, Huw Bowen, Alex Davenport, Andrew Gates, Carl Howard, Sharon Kemp, Helen Lazarus, Jo Miller, John Mothersole, Dave Smith, Daniel Swaine, Ros Theakstone, Diana Terris, Andrew Shirt, Lyndsey Whitaker and Paul Wilson

Guests: Richard Wright and Tom Sutton (Sheffield Chamber of Commerce, in connection with agenda item 5)

Apologies: Gavin Baldwin, Laura Bennett, Professor Sir Keith Burnett, Councillor Simon Greaves, Professor Sir Chris Husbands, Owen Michaelson, Councillor Ann Syrett, Neil Taylor, Craig Tyler and Eugene Walker

| Item | Subject | Action |
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| 1 | <p>Welcome and Apologies</p> <p>Sir Nigel welcomed Mayor Jarvis to his first LEP Board meeting.</p> <p>Members' apologies were noted as above.</p> | |
| 2 | <p>Declarations of Interest</p> <p>None noted.</p> | |
| 3 | <p>Notes of Last Meeting</p> <p>In relation to minute 4, Councillor Dore requested that an addition be</p> | |

made to the minute to state that, she had made a formal request at the meeting for Board Member Martin McKervey's terms of office to be extended.

It was agreed that the minutes of the meeting held on 18th June 2018 were a true and accurate record, subject to the above addition.

4 **Government LEP Review Report**

A report was presented to stimulate discussion on the Government's published report on the conclusions and recommendations from a review titled '*Strengthened Local Enterprise Partnerships*'. The review sought to identify reforms to leadership, governance, accountability, financial reporting and geographical boundaries of LEPs.

The report summarised these recommendations and proposed a series of implications for discussion at today's meeting.

D Smith highlighted that the issue of greatest immediate concern, due to the need to respond to Government by 28th September, was the removal of overlapping LEP geographies. Furthermore, the SCR was required to develop an Implementation Plan for the conclusions of the review by the end of October.

It was noted that the submission and approval of this Plan was contingent on the release of additional capacity funding for 2018/19 and 2019/20 financial years to support LEPs in implementing the changes. The additional funding, (c£500k) per LEP, was to implement the review and to develop an ambitious Local Industrial Strategy by 2020.

In consideration of these issues, Members agreed that in order to meet the requirements of the review, the SCR LEP Board's geographies and membership would remain in accordance with the Board's current Terms of Reference.

Board Members requested the SCR Executive Team to develop a response to the Government's Review, which addresses overlapping LEP geographies and other aspects of the Review proposed. It was agreed that the draft response be shared informally with all Board Members for their consideration in advance of formally agreeing the response at the September meeting of the LEP Board.

RESOLVED – That LEP Board Members:-

1. **Considered and discussed the Government's recommendations and identified any issues.**
2. **Note that two submissions need to be presented to Government by the end of October:**
 1. **Written proposal on the geographical area covered by the SCR LEP (by 28 September 2018).**
 2. **Implementation Plan for the Government's**

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| | <p style="text-align: center;">recommendations (by 31 October 2018).</p> <ol style="list-style-type: none"> 3. Requested the SCR Executive Team to develop a response to the Government’s Review, which addresses overlapping LEP geographies and other aspects of the Review proposed. 4. Noted that the draft response would be shared informally with all LEP Board Members. | |
| <p>5</p> | <p>Quarterly Economic Review</p> <p>A report and presentation was delivered by R Wright and T Sutton to provide the Board with an update on the results of the Quarterly Economic Review for the SCR in quarter 2 of 2018.</p> <p>In summary, it was noted that sales balances for manufacturing firms across the SCR had remained solid, but had declined for service sector firms. Looking forward, firms’ order books followed a similar pattern, with overall positive balances reported in both sectors, but at a declining level compared to the previous quarter amongst service firms. Business confidence figures were down from the previous quarter for both sectors. A lower percentage of firms had also indicated that they are operating at full capacity.</p> <p>Members thanked R Wright and T Sutton for their informative presentation.</p> | |
| <p>6</p> | <p>Growth Hub Review</p> <p>A report and presentation was received to present the findings from Regeneris Consulting’s review of the Sheffield City Region (SCR) Growth Hub.</p> <p>Members noted that the review was asked to recommend the key actions SCR and its partners should take to address any current issues, and propose a Growth Hub business model which meets future business requirements; support SCR strategic objectives; enhances partnership working and supports efficient sustainable operational management.</p> <p>The presentation set out seven recommendations which the LEP Board were asked to endorse. The ‘next steps’ of the review were duly noted by Members.</p> <p>Members requested that their thanks to the officers engaged with the review be recorded.</p> <p>RESOLVED – That the SCR LEP:-</p> <ol style="list-style-type: none"> 1. Considered the presentation of the Regeneris review findings; 2. Endorse the recommendations contained therein; and 3. Ask the Growth Hub Operations Board to respond to the recommendations in the report via the SCR Business Growth | |

| | Executive Board. | |
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| 7 | <p>SCR Advocacy Programme</p> <p>A report and presentation was received to explore with Members how the SCR LEP and partners could develop and sustain an Advocacy Programme to better promote the City Region domestically and internationally. The presentation explored what could be involved in such a programme and the next steps to developing this.</p> <p>Members discussed the proposals and agreed that the Business Growth Board be requested to develop ‘Option 1’ set out in the presentation.</p> <p>Development of ‘Option 2’ would be considered at a later date.</p> <p>RESOLVED – That the SCR LEP:-</p> <ol style="list-style-type: none"> 1. Considered the presentation; 2. Requested the SCR Business Growth Board to develop ‘Option 1’ set out in the presentation; and provide the LEP Board with an update report on its progress. | |
| 8 | <p>LEP Board Membership</p> <p>A report was submitted to update the Board on the recruitment exercise currently underway to fill the vacancies emerging from the end of several Board Members terms. In addition, the report requested approval to appoint a trade union representative to the Board and for a nomination to the Sheffield Fairness and Tackling Poverty Board.</p> <p>Following discussion, Members agreed that six Private Sector Board Members are recruited to replace those Board Members whose terms are drawing to a close and to ensure a private sector majority is maintained.</p> <p>Members agreed that a Trade Union Representative be invited to join the Board.</p> <p>In relation to the higher education representative, Members agreed that the representative would continue to be considered as part of the private sector majority, until notified otherwise.</p> <p>Members agreed to decline the request for a LEP Board representative to sit on the Sheffield Fairness and Poverty Board, given that Councillor Dore already sits on this Board.</p> <p>RESOLVED: That the SCR LEP:-</p> <ol style="list-style-type: none"> 1. Notes the recruitment process currently underway for additional private sector Board Members. | |

2. **Thank Gavin Baldwin, Julie Kenny and Martin McKervey for their hard work, dedication and committed service to the Board through the duration of their respective terms.**
3. **Agree to appoint a Trade Union representative onto the LEP Board.**
4. **Agreed to decline the request for LEP Board representation on the Sheffield Fairness and Tackling Poverty Board.**

9 LGF Programme Review and Update

A report was submitted to update the LEP on performance of projects at Quarter 1 (Q1) and to give an early indication of audit feedback. The report also proposed four mitigation measures for consideration, including further clarifications and updated criteria for the LGF programme to maximise good project delivery and expenditure.

Members noted that the budget for 2018/19 had been set at £42.5m with a current planned spend profile of £47.1m. Of this, nine projects totalling £14m had commenced work this year and were on target to deliver with a further £7.2m expenditure (five projects) fully approved but had not yet commenced works. The remaining value of circa £26m across 12 projects had not yet received funding approval.

There was a high percentage of project spend anticipated to be claimed during Q4. This was a clear programme risk and the ability for projects to progress through the assurance framework to delivery would be closely monitored and reported throughout the year.

The Audit Team would be carrying out a full review of all projects seeking £1m+ LGF support and which had not yet commenced delivery. Findings from the review would be presented to the LEP Board in September to independently highlight any projects in the programme which are at risk of not delivering within the LGF window.

Members were reminded that the Board had accepted six projects to the reserve pipeline at their May meeting and these projects were developing full business cases for consideration.

The LEP were asked to delegate responsibility to the Head of Paid Service and Section 73 officer to accept projects onto the LGF Programme where they have satisfied any outstanding conditions or assessment criteria and could guarantee spend within the 2018/19 financial year. Over programming of up to £16m was proposed.

As part of the lessons learnt from a recent open call process the Board were asked to consider and approve the publishing of a permanently open call project on the SCR website.

Members were asked to consider and approve the reiteration/introduction of the criteria to be utilised for the remainder of the LGF Programme.

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| | <p>RESOLVED – That the SCR LEP:-</p> <ol style="list-style-type: none"> 1. Considered and approved the progression of projects to the next stage in the assurance process which have satisfied any outstanding conditions or assessment criteria and can guarantee spend within the 2018/19 financial year. 2. Considered and approved the launch of a skills capital call which will be published in September 2018. 3. Considered and approved the launch of a permanently open project call. 4. Considered and approved the reiteration/introduction of the 7 criteria set out in paragraph 2.8 of the report to ensure good project delivery and expenditure for the remaining period of the LGF Programme. | |
| <p>10</p> | <p>Managing Director's Report</p> <p>A report was received to provide the Board with a general update on activity being undertaken by the LEP outside of the agenda items under discussion.</p> | |
| <p>11</p> | <p>Resolution Records</p> <p>Resolution records for Executive Board meetings held since the last LEP Board meeting were provided.</p> <p>All recommendations were duly endorsed.</p> | |
| <p>12</p> | <p>Any Other Business</p> <p>M McKervey reported that the Sheffield Property Association would be holding a meeting at the Labour Party Conference on 24 September 2018. The main topics for discussion would be the transport agenda for the North and investment programme. Mayor Jarvis had been invited to attend the conference, along with SCR colleagues.</p> <p>It was noted that M McKervey would produce a note on the proceedings for circulation to Board Members.</p> <p>Additionally, M McKervey reported that Transport for the North's Chairman John Cridland, had recently written to the Secretary of State for Transport Chris Grayling, regarding the performance of Northern, TransPennine Express and Network Rail.</p> | |