Sheffield City Region
LOCAL ENTERPRISE PARTNERSHIP

**SHEFFIELD CITY REGION LOCAL ENTERPRISE PARTNERSHIP BOARD
NOTES OF MEETING HELD ON 22 MARCH 2017**

Attendees:	Nigel Brewster (Chair), Gavin Baldwin, Professor Sir Keith Burnett, Councillor John Burrows, Simon Carr, Paul Houghton, Councillor Sir Steve Houghton CBE, Councillor Glyn Jones, Martin McKervey, Councillor Chris Read and Chris Scholey
In attendance:	Ruth Adams, Ruth Arnold, Huw Bowen, Sue Coffey, Peter Dale, Andrew Frosdick, Sharon Kemp, Yasmin Knight, Mark Lynam, John Mothersole, Dave Smith and Craig Tyler
Apologies:	Sir Nigel Knowles, Councillor Graham Baxter MBE, Deborah Egan OBE, Councillor Simon Greaves, Mayor Ros Jones, Julie Kenny CBE, Councillor Lewis Rose OBE, Councillor Ann Syrett, Dorcas Bunton, Jo Miller, Daniel Swaine, Neil Taylor and Diana Terris

Item	Subject	Action
1	**Welcome and Apologies** The Chair welcomed Derrick McCourt (General Manager – UK Public Sector) and Mike Davies (HE Business Manager) from Microsoft UK and introduced the attendees of the meeting. Apologies were noted as above.	
2	**Microsoft** Colleagues from Microsoft UK delivered a presentation entitled 'Making Industrial Revolution 4.0 a Reality' focussing on where Microsoft is positioned to collaborate with city regions to help them meet their economic and social change ambitions through the proliferation of digital, transformational technology, particularly in respect of supporting education and skills programmes, encapsulated by Microsoft's mission to 'empower every person and every organisation on the planet to achieve more'. It was noted that 50% of all jobs currently need technology skills and this percentage is likely to rise to 77% over the next decade.	

	Considering the presentation, members agreed the importance of the need to bolster technology skills locally, noting anecdotal evidence of some employers choosing not to invest in the SCR because of a perceived low skills base. Members focussed attention on the potential support the organisations such as Microsoft can provide for greatly improving the local education and apprenticeship offers. It was suggested that further consideration is required to identify the SCR's 'entry points' at which technology partners could be engaged, to facilitate the implementation and integration of existing and new technologies into our programmes and initiatives. In addition, it was agreed that 'technology' and its potential needs to substantively inform the SCR's key strategies (IIP and SEP). It was suggested the Science and Innovation Board will present a useful interface for engagement with technology partners, acting as a forum for identifying potential actions and ideally where those actions might have the biggest effect on the local economy.	
3	**Declarations of Interest** None noted.	
4	**Notes of Last Meeting** The minutes of the previous meeting held on 30th January were agreed to be an accurate record. It was noted that ARUP will be invited to the next Board meeting to present draft refreshed Transport Strategy prospectus. **Action: Mark to make arrangements** It was noted the SCR Vision proposals will be formally presented to the next Board meeting.	ML
5	**Governance - Updated Assurance and Accountability Framework** A report was received seeking the Board's endorsement of the updated SCR Assurance and Accountability Framework (AAF). It was noted the report had been received by the preceding Combined Authority meeting and the recommendations duly endorsed. Members were reminded of the need to 'assure' government of our	

accountability credentials in respect of spending LGF funding and the report included an overview of the changes to our framework as necessitated by Government guidance.

Members were therefore advised that in order to ensure the Framework's compliance with guidance, a number of changes need to be implemented within the SCR's existing governance and assurance systems. Specifically, these include: having a named LEP Board member responsible for leading on SME's (the position to be filled by the Vice Chair in the interim, publishing LEP Boards agendas, papers and minutes, ensuring that decisions taken by Boards with delegated authority from the CA are transparently reported back to the CA and LEP on a regular basis to ensure transparency around the actions underway, publishing a diversity statement explaining how the LEP will look to ensure diverse representation at Board and Sub Board level, making any future commissioning calls for schemes seeking funding open to all scheme promoters and publishing online business case information for schemes receiving LGF, including establishing a mechanism for members of the public to provide comments on business cases.

It was noted the LEP Board must also have a published Terms of Reference.

Members were informed that the revised Framework also includes the evolution of the City Region's Executive Board into Delivery Boards. It was noted that the implementation of this change and specifically giving the Delivery Boards delegated authority to make decisions on the programme of activity agreed by the CA and LEP necessitates changes to the suite of other governance documents supporting the LEP and CA, notably the CA's Constitution (including the code of conduct for members and officers), the Financial Regulations of the CA and the terms of reference for the LEP and the Delivery Boards. Members were asked to recognise it is likely the completion of these actions will require the SCR to make further revisions to its Assurance Framework going forward.

It was noted the appointments process to the new Delivery Boards will coincide with the June cycle of meetings (AGM). All Delivery Board members will be required to declare a refreshed Register of Interests, with these registers to be published as public documents.

It was confirmed feedback from Members would be sought in determining the roles and remits of the Delivery Boards.

Members welcomed the moves toward greater openness and transparency for decision making. However, it was suggested some of the new practises being proposed will require a potentially significant amount of time and effort to manage.

It was noted that confirmation of all retrospective BIF Board decisions will be published.

6	**SEP Refresh & Industrial Strategy**	
	Members recapped matters discussed at the recent workshop to consider the main requirements of the refresh the Strategic Economic Plan (SEP) and discussed how this work is linked to the SCR's input into informing the government's emerging Industrial Strategy.	
	It was reported the SEP evidence base has been refreshed. This suggests the strategy is more than meeting a number of its targets and the SCR is experiencing net jobs growth for the first time in a generation. It was noted these jobs are coming from 2 principal sectors; manufacturing and business services. However, despite overall jobs growth the SCR's economy is still overly compromised of low skilled and poorly paid jobs and this situation still needs to be addressed if the SCR is to meet its GVA uplift target.	
	It was reported the SCR is still underperforming in respect of its new housing targets (with c50% of target numbers being realised). It was suggested this is principally due to market failures and the lack of market conditions required to attract more housing developers to the region.	
	Regarding skills and employability, it was reported there is a significant challenge to be addressed in respect of developing local 'jobs with prospects' including the jobs required to retain graduates in the SCR.	
	It was noted the refreshed evidence base will be used to identify any required amendments to SEP policy. The intention is the revised SEP will be ready for consideration by the end of the summer.	
	Regarding our input into the Government's Industrial Strategy work, it was noted the refreshed evidence base will effectively inform what our 'asks' are through the identification of what will have the greatest positive impact on our economic output capabilities. It was confirmed the SCR is effectively engaged with the government's 'fact-finding' undertakings.	
	It was suggested the members would benefit from a 'thumb nail sketch' of the SCR's Industrial Strategy asks to help ensure members are armed with the right information to champion the SCR's cause at all opportunities.	
	ACTION: Dave to make arrangements for the circulation of a guide to the SCR's Industrial Strategy asks	**DS**
	The Board discussed the importance of synergies between the SEP's headline messages and the SCR vision, and agreed the need to ensure these 2 undertakings are complementary.	
7	**Executive Board Updates**	
	In receiving the Executive Board Resolution Records, the Board	

	considered whether this level of reporting does the meetings justice, noting that a significant amount of additional, important matters are considered which don't necessarily equate to 'resolutions'. It was noted the introduction of the Delivery Boards will offer an opportunity to identify the correct level of detail for upward reporting. Resolution records for the Transport, Housing, Infrastructure, Business Growth and Skills Boards were received.	
8	**Any Other Business** i) Engagements with TfN The Board noted TfN's ambition to become a statutory sub-national transport body and considered the repercussions this may have for the SCR. It was agreed there is the requirement to take a proactive approach with informing TfN of our transport asks and ambitions. It was noted John Cridland (TfN Partnership Board Chair) is attending the next LEP Board meeting. ii) HS2 The Board was provided with feedback on the recent visit from Sir David Higgins (HS2 Executive Chairman). Consideration was given to the various matters informing the SCR's position on parkway station location options, noting the initial long list of 9 potential locations has now been reduced to 3. It was noted that the SCR is actively engaged with HS2 ltd in a number of capacities relating to station locations, growth strategy and wider connectivity issues.	