

## **Attendance**

### **Board Members**

James Newman OBE (Chair)  
Stephen Parnaby OBE (Deputy Chair)  
Madge Moore  
Diana Taylor  
David Hall  
Dafydd Williams  
Jayne Adamson  
Gill Alton  
Professor Susan Lea  
Councillor Richard Burton  
Catherine Bishop

### **Observers**

Alan Menzies - East Riding of Yorkshire  
Council  
Mark Jones MBE - Hull City Council  
Peter Campey - BEIS  
Graeme Smith - Hull City Council

### **Secretariat**

Teresa Chalmers  
Caroline Sansam  
Karen Philipson

## **1. Welcome & Introductions**

JHN welcomed all members to the first HEY LEP meeting and referred all to his welcome letter.

All Board Members introduced themselves and outlined their current roles and areas of specialism.

## **2. Apologies**

Caroline Lacey  
Councillor Stephen Brady

JHN explained that attendance at future board meetings would be restricted to Board members, Hull City Council and East Riding of Yorkshire Council Chief Executives and BEIS, in their capacity as observers plus the appropriate members of the LEP executive team.

### 3. **Declarations of Interest**

There were no declarations of interest. JHN emphasised the importance of declaring any interests at the start of each meeting and also at the relevant point on the agenda. The Board were informed that register of interest forms would be circulated shortly and these would be published on the HEY LEP website.

### 4. **Chair's Discussion**

JHN suggested a general discussion took place on how the LEP might develop a vision and economic strategy, considering any issues in particular sectors as well as partnerships that the LEP might need to look towards to enhance the region. The key principles to note are that the LEP is a strategic body and we must avoid duplication with other organisations in the region. JHN explained that the LEP executive would work on a strategy, taking direction from this Board and consider where the LEP could add value and what is achievable with limited resources. Innovative ideas are welcome, as additional funding could potentially be sought for the right idea. As this is a private/public sector Board, it is essential to focus on areas that the private sector could take the lead on. JHN opened up the discussion and the following priorities areas were suggested:

- The employment and skills agenda, establishing a good skills base in the region to ensure access to a suitable workforce. Promoting vocational training and work and encouraging apprenticeships
- Economic links and relationships with neighbouring regions and other parts of the UK
- Successful establishment of the Humber Freeport
- Inward Investment, making the most of our assets such as green energy, the estuary
- Growing entrepreneurs and small businesses
- Improve skills engagement in deprived areas, coastal, rural and town
- Communications using established networks, such as voluntary sector
- Skills and employment gaps
- Net zero/decarbonisation agenda
- The development of a HEY LEP Communications Engagement Strategy, having a focused voice, being seen and visible
- Being agile and focused
- Horizon scanning for funding
- Being clear on what we want to achieve in year 1 and 2
- Economic/social development/social inclusion
- The HCC Poverty Commission, can we link into this work?
- Housing
- Transport

- IT Infrastructure
- Agriculture, food and agritech
- Infrastructure that supports growth
- Floods/erosion
- Focus on young people and over 50s
- Attracting more people into health and social care sector
- Public and private collaborations
- Building on the work of the Humber LEP
- Economic recovery post Covid

JHN thanked the Board for their input and explained that the LEP needs to also consider both Hull City Council and East Riding of Yorkshire Council's economic strategies, which will include many of the areas suggested by the Board. JHN reported that the LEP executive will develop a high level strategy framework incorporating some of the key suggestions and this will be discussed in more detail at the next meeting. .

## **5. Pan Humber Issues**

SP outlined some of the key issues for the Board's consideration. The focus is now on how the Hull and East Yorkshire LEP fits into pan Humber issues and future collaboration. The work thus far has been focused on closing down Humber LEP Ltd. As agreed, some areas of work have been transferred to Hull and East Yorkshire LEP and Greater Lincolnshire LEP. The Humber Leadership Board (HLB) has been set up to deal with any gaps that may emerge. Both LEP's are members of the HLB.

At the moment the most pressing Humber issue is the Freeport but we need to consider: decarbonisation, offshore wind, green energy, hydrogen manufacturing, flooding and environmental issues. The HLB has appointed a local authority to take the lead on each of these areas of work. SP stated that the relationship between HEY LEP and Humber Leadership Board is very important. The closedown of Humber LEP Ltd and the transfer of appropriate contracts is going to plan.

JHN reported that there is agreement on how both LEPs will manage any pan Humber issues that may emerge and a basic construct will be put in place to ensure things run smoothly.

## **6. Sub Boards, Panels and External Representation**

TC reported that LEP's may agree their own structure, which sets out how business is transacted. The new structure will be written into the Assurance Framework to ensure accountability of decisions. Many LEPs do things differently in terms of decision making. TC explained that some Humber LEP sub boards and working groups are still operating to ensure activity and momentum is not lost.

TC reported that the first new group to be established will be the Audit, Finance and Governance Panel. This Panel will consider policies and terms of reference etc.

The Board were referred to Appendix 1, which outlined the proposed structure and TC briefed on each sub-board's remit and responsibilities. JHN asked the Board if they were comfortable with this approach and asked for comments. It was noted that there might be other sub-boards to add as things progressed and therefore the structure needs to be flexible.

SL reported that she has agreed to Chair the new Strategic Innovation and Transformation Board, which would lead on innovation in Hull and East Yorkshire and she briefed the Board on some of the key points of focus.

JHN asked members to contact him or TC if they were interested in joining any of the sub-boards and/or representing the LEP on a number of external bodies. JHN reported that Thomas Martin will continue to lead the recently established Business Engagement Board, and will work in support of the HEY LEP. This will be the LEP's main private sector advisory group.

The Board discussed the decision making processes and it was suggested that the main HEY LEP Board should be responsible for making the key decisions but with a schedule of delegation to allow the sub-boards some responsibility. JHN agreed that it would be important to set up processes that allowed the LEP to move quickly, if required, as the main Board would only meet bi monthly.

**The Board agreed to establish an Audit, Financial and Governance (AFG Panel) to consider the development stages of the LEP.**

## 7. **Budget**

GS introduced himself to the Board and explained that his report sets out the proposed budget for HEY LEP for the year 2021/2022. The appendix to the report sets out the proposed budget in comparison to the Humber LEP Budget for 2020/21. The budget principally supports the core staffing of the LEP, and the overall work requirements are then delivered by both core and programme staff funded from separate programme budgets. The HEY LEP, as all LEPs in the country, is awaiting funding confirmation from BEIS for its core funding for 2021/2022.

GS reported that as things stand the budget is over committed by approximately £2,500. The outturn position of the Humber LEP for 2020/2021 is not yet available and will be reported to the next HEY LEP Board, but sufficient reserves will be available to accommodate this. TC, JHN and GS agreed to meet to discuss the budget further.

**The Board agreed to approve the budget as set out in the attached appendix.**

#### 8. Assurance Framework

TC explained that the Assurance Framework is a document that details the LEP's approach to managing funding allocated to it by central Government and other funders. The Assurance Framework sets out how the LEP takes decisions and how it complies with rules on transparency and accountability that are appropriate for an organisation that deals with public funds. To ensure compliance, an interim arrangement needs to be in place until such time as the document can be replaced.

TC suggested there was no need to make significant changes to the document as previous processes have worked well. TC reported that new LEP policies would be brought back to the Board for final approval following recommendations by the AFG Panel.

**The Board agreed to support the interim arrangements outlined in Appendix 1 until the new HEY LEP Assurance Framework is developed over the next few months.**

#### 9. Skills Report

TC provided an overview of the LEP Local Skills Report, which will be published on 6th May 2021. The DfE requires all Skills Advisory Panels (SAPs) to publish a Local Skills Reports to support the government's aim of ensuring local colleges and other skills providers are providing the curriculum to support economy needs. TC explained that the draft version has been circulated for the Board's information and comments. The report brings everything together in one place, it can be used by employers, the provider community and the LEPs to enable them to respond to current skills challenges and the arising Skills Action Plan/future recommendations will form the basis of the Employment and Skills Board strategy.

The Department for Education require all LEPs to update their report in November this year and the LEP will take this opportunity to focus in on the HEY geography. TC asked for any feedback on the document to be sent to her as soon as possible.

**The Board agreed to approve the initial five priorities identified in the Local Skills Report.**

## 10. Programmes Update

TC reported that programme staff are continuing to closely monitor delivery on a number of LEP programmes:

- Getting Building Fund
- Local Growth Fund

TC explained that further information on programmes management will be provided to the Board at the induction sessions. TC reported that meetings with Hull City Council and East Riding of Yorkshire Council are being arranged to discuss planned priorities for future funding. Some slippage in the current programmes was noted by the Board but they are currently being well managed and there is no cause for concern.

**The Board agreed to note the latest progress reports.**

## 11. HEY LEP Team Structure

The structure of the LEP team was presented to the Board for information. TC explained that the structure chart has been colour coded to highlight the core staff, programme staff, fixed term and seconded staff. JHN stated that there are some resource issues to note but the Board should be confident that these would be overcome in time.

The Board suggested that TC may need some short term support to assist with the start-up of the LEP until all members of the senior leadership team are in post. JHN agreed to discuss this further with TC.

**The Board acknowledged the reduced resources of the HEY LEP and its significant current reduction of capacity in senior executives.**

## 12. Board Induction and Future Meeting Dates

JHN reported that the dates for the inductions sessions would be circulated to the Board shortly. The sessions would be a good opportunity to meet with the LEP team and receive presentations on different work streams. In terms of future Board meetings JHN explained that these will be organised to avoid important local authority meetings and from May to July they will be held on a monthly basis and from September onwards on a bi monthly basis.

### **Any Other Business**

MM enquired about protocols regarding the use of social media for Board members. TC explained that Charis Scott-Holm from the LEP team leads on this and will advise the Board at the induction session.

MM enquired if AOB matters should be sent to JHN in advance. JHN stated that he is happy to take these matters on the day unless the issue is of particular importance in which case it is advisable to send to him or the LEP executive in advance.

JHN reported that Business Week is running from 7<sup>th</sup> – 11<sup>th</sup> June. SP is involved in the organisation and further information will be circulated to the Board in due course.

Signed:



James Newman OBE  
Chair