

Hull and East Yorkshire LEP Board

Sub Boards and Panels

Report to the Board, 19th April 2021

Report from Teresa Chalmers, Chief Operating Officer

Agenda item 6 Paper B

1. **Summary**

- 1.1. To deliver the various strands of work which the LEP is held responsible, the board will need to agree the structure of the sub-boards and supporting panels that will be established to deliver the key strategic priorities. To help develop the work a high level draft first summary has been produced to aid discussion, board members are asked to discuss this proposal, (please see appendix 1 and 2).

2. **Recommendations**

- 2.1. That the board review the appendices to inform the discussion at the first HEY LEP board meeting.
- 2.2. That in initial stages an Audit, Financial and Governance (AFG) Panel is set up to consider the transitional development stages of the LEP, ensuring good governance. This panel will need to meet at least every quarter for the first year, reporting recommendations and areas of consideration to the board.

3. **Report**

- 3.1. The LEP board will need to agree the governance structure to ensure that activities and any future investments meet the required standards and financial requirements of public/private sector investment.
- 3.2. LEP boards can propose their governance structure ensuring that the arrangements meets local and national government approval as set out in the Assurance Framework Paper and delivers the required outcomes and outputs.
- 3.3. The only mandatory requirement of a sub-board is the Employment and Skills Board known nationally as the Skills Advisory Panel, which reports to the Department for Education and is responsible for data production and analysis to inform education and skills training provision.
- 3.4. The LEP board can consider the various areas of business support and engagement, investment activity and strategic innovation and/or any remaining required delivery mechanisms. Each of these sub-groups will require terms of reference, ideally chaired by a LEP board member and wider membership that will bring expertise to the discussions and arising actions.
- 3.5. A number of the former Humber LEP sub-boards have a range of representatives that could be invited to apply to join the HEY LEP sub-groups once a recruitment process is confirmed meeting Assurance Framework

requirements. Previously Members of the sub-boards (other than those representing partner organisations) were appointed through an open, transparent and non-discriminatory competitive process which assesses candidates on merit in the context of the skills and experience required for the Board/sub-board to be effective. By exception, members may also be co-opted on to the Board (up to 5 members on one-year terms) or sub-boards because of their specific knowledge or skills.

3.6. In addition to these sub-board and supporting panels there is a need to set up and agree various working groups to contribute to specific pieces of work such as the development of the Hull and East Riding LEP Economic Strategy.

4. **For reference: previous Humber LEP Board, sub-boards and panels**

4.1. No further meetings of the previous Humber LEP Board will take place.

4.2. To avoid interruption to programme delivery, some existing Humber LEP sub-boards and groups will need to continue meeting into early 2021/22. This will give the HEY LEP Board time to decide on and populate the structure it will require to deliver its priorities.

4.3. Those Humber LEP sub-boards and groups that continue meeting will report temporarily to the HEY LEP Board until the future structure has been determined.

4.4. The proposed plan for former Humber LEP sub-boards and groups is as follows:

Business Development Board	No further meetings
Investment Panel	Continues to meet to determine grant applications under delegated authority. Any recommendations on loans after 31 March will be made to the HEY LEP Board in place of the Humber LEP Board.
Growth Hub Steering Group	No further meetings
Employment & Skills Board	Continues to meet to ensure delivery of DfE's Skills Advisory Panel requirements
Employment & Skills Board working groups	Working groups to continue to meet to ensure current delivery in support of the ESB until the new structure is in place

Investment & Regulation Board	No further meetings
Single Conversation Group	Further discussion is required on whether the wider Single Conversation Group will continue to operate at the Humber level, and if so how it will be supported. These discussions will happen at the Humber Leadership Board. Consideration for this board is where the reporting lines fit.
Marketing Strategy Group	No further meetings
Energy and Decarbonisation Board	No further meetings
Professional Services Group	No further meetings of the Humber group.
Finance and Remuneration Committee	A final meeting of the Humber Committee will be required in the summer to review the year-end outturn; this will be scheduled in due course and a report provided to successor bodies.
Audit Committee	TBC in liaison with the accountable body, see recommendation above.
Humber Economic Resilience Group	No further meetings

5. Humber ESIF

- 5.1. The Humber ESIF local sub-committee, which is managed by the government Managing Authority rather than the LEP, will continue until the programme ends. However, given that there will be no further calls for projects, there is likely to be little business to conduct.
- 5.2. The Humber LEP has played an active role in deploying the allocated funds for best effect, supporting contract delivery and obtaining additional funds for the area. HEY LEP will continue to do this, in consultation with GLLEP where relevant. It is expected that the HEY LEP Board will receive reports on the programme in the same way the Humber LEP Board has.

6. Finance and Remuneration Committee

- 6.1.** Under the previous terms agreed by the Accountable Body Board, the Finance and Remuneration Committee reviewed the Chair's remuneration quarterly based on a log of time spent on LEP business. It is recommended that the new Audit, Finance and Governance group pick up this responsibility.

7. External representation

- 7.1. The Humber LEP was part of the LEP Network and the NP11 group of LEPs. These memberships will be inherited by HEY LEP from 1 April.
- 7.2. The Humber LEP's place on the Transport for the North Board will also be inherited by HEY LEP.
- 7.3. The Humber LEP is also represented at various other local, regional and national forums. By default these places will pass to the HEY LEP, but where applicable officers will ensure that Greater Lincolnshire LEP are included or liaised with where they are not already involved. Officers have informed external organisations of changes in contact details and representation.

8. Finance and resource implications for the HEY LEP

- 8.1. The development of the sub-boards is a key part of LEP governance and therefore needs careful consideration. The board is asked to consider the proposals in appendix 1, considering which areas of activity are required, these may flex in time due to other funding opportunities and or evidenced need.
- 8.2. Sub-boards can either make recommendations to the main board or have decision making authority in their own right; this varies across other LEPs structures.
- 8.3. The servicing and secretariat of each sub-board needs to be considered to ensure appropriate governance processes are in place meeting national standards.