



Cheshire and Warrington Joint Committee

Agenda

Date: Friday, 26th July, 2024
Time: 11.00 am
Venue: Council Chamber, Warrington Town Hall, Sankey Street, Warrington, WA1 1UH

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the top of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**

To receive any apologies for absence from Members.

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary, other registerable interests, and non-registerable interests in any item on the agenda.

3. **Minutes of Previous Meeting** (Pages 3 - 6)

To approve the minutes of the meeting held on 8th April 2024 as a correct record.

Contact: Sam Jones
Tel: 01270 686643
E-Mail: samuel.jones@cheshireeast.gov.uk

4. Public Speaking/Open Session

In accordance with Cheshire East Council's Committee Procedural Rules and Appendix on public speaking, a total period of 15 minutes is allocated for members of the public to put questions to the Joint Committee on any matter relating to this agenda. Each member of the public will be allowed up to two minutes each to speak, and the Chair will have discretion to vary this where they consider it appropriate.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing in advance of the meeting and should include the question with that notice. This will enable an informed answer to be given.

Part One - Shareholder Functions of the Committee

5. Cheshire & Warrington Joint Committee - Membership and Other Matters Report (Pages 7 - 26)

To consider a report regarding the appointment of Members to the Cheshire and Warrington Joint Committee by the three Councils in Cheshire and to highlight some key operational and administrative requirements relating to the way in which the Committee will work in future.

6. Cheshire and Warrington Business Advisory Board (Pages 27 - 46)

To consider a report seeking Joint Committee approval for the appointment of 10 of the proposed 15 to 20 members of the Joint Committee's Business Advisory Board.

7. Finance for the Skills Bootcamp Programme (Pages 47 - 62)

To consider a report which seeks approval from the Joint Committee for Enterprise Cheshire and Warrington to accept, spend and submit further bids for funding for the Skills Bootcamp Programme as set out in the business plan.

Part Two - Other Functions of the Committee

Minutes of a meeting of the **Cheshire and Warrington Joint Committee**
held on Monday, 8th April, 2024 in the Committee Suite 1,2 & 3, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor L Gittins (Chair), Leader, Cheshire West and Chester Council
Councillor S Corcoran (Vice-Chair), Leader, Cheshire East Council
Councillors H Mundry, Leader, Warrington Borough Council

OFFICERS IN ATTENDANCE

Delyth Curtis, Chief Executive, Cheshire West, and Chester Council
Philip Cox, Chief Executive, Enterprise Cheshire and Warrington
Clare Hayward, Chair, Cheshire and Warrington Local Enterprise Partnership
Ian Brooks, Finance and Commercial Director, Enterprise Cheshire and Warrington
Rob Polkinghorne, Chief Executive, Cheshire East Council
Peter Skates, Acting Executive Director of Place, Cheshire East Council
Deborah Upton, Senior Lawyer, Cheshire East Council
Sam Jones, Democratic Services Officer, Cheshire East Council
Steven Broomhead, Chief Executive, Warrington Borough Council
Peter Jones, Programme Director, Cheshire and Warrington Sub-Regional Programme
Steve Park, Director of Growth, Warrington Borough Council

1 CHANGES TO THE NAME AND ARTICLES OF ASSOCIATION OF CHESHIRE & WARRINGTON LOCAL ENTERPRISE PARTNERSHIP AND OTHER ASSOCIATED MATTERS

The Joint Committee considered a report on the formalities required to implement the decisions of Warrington Borough Council, Cheshire West & Chester Council and Cheshire East Council in February 2024 in relation to the Cheshire & Warrington Local Enterprise Partnership Limited.

Councillors L Gittins and S Corcoran gave thanks to those who had served on the Cheshire & Warrington Local Enterprise Partnership Limited.

RESOLVED (unanimously): That the Joint Committee

1. note the resignation of the two Class B members and formally thank them for their service to the Cheshire & Warrington Local Enterprise Partnership Limited.
2. sign the Consent Form set out at Appendix A.
3. approve and sign the attached resolutions set out at Appendix B which give effect to the decisions made by the Councils.

4. note the resignation of current Directors and formally thank them for their service to the Cheshire & Warrington Local Enterprise Partnership Limited.
5. sign the local authority direction for the appointment of Directors set out at Appendix C.

2 DRAFT BUSINESS PLAN 2024-25

The Joint Committee considered a report on the draft business plan for Enterprise Cheshire and Warrington and Marketing Cheshire for 2024-25.

The Joint Committee welcomed the proposals and the joint working across Cheshire and Warrington and noted the objective to produce an inclusive and sustainable economic plan.

RESOLVED (unanimously): That the Joint Committee

1. formally endorse the draft plan as a guiding document to the activities and objectives for Enterprise Cheshire and Warrington and Marketing Cheshire to be delivered during 2024-25, and to delegate to the board of ECW and MC the authority to deliver the activities described within the plan.
2. note that Enterprise Cheshire and Warrington and Marketing Cheshire will present a more detailed delivery plan and objectives for 2024-25 at a future meeting of the Joint Committee and progress reports throughout the year.
3. note that Enterprise Cheshire and Warrington and Marketing Cheshire together will operate to a balanced financial position for the year 2024-25.
4. approve that Enterprise Cheshire and Warrington can, as required by the Department for Education submit bids for additional grant funding in relation to the delivery of the Skills Bootcamps programme, provided that this is agreed by the Accountable Body acting by its S151 officer.

3 CHESHIRE AND WARRINGTON BUSINESS ADVISORY BOARD

The Joint Committee considered a report on the Terms of Reference for the Business Advisory Board.

An amendment was proposed to the Membership in Appendix A, to allow “3 – 5 members from Business Representative Organisations”.

This amendment was seconded and on being put to the vote declared carried.

RESOLVED (unanimously): That the Joint Committee

1. Approve the formation of the Business Advisory Board on the terms outlined in this report.
2. adopt the proposed Terms of Reference for the Business Advisory Board attached at Appendix A.
3. start the process of recruiting the members of the Business Advisory Board and that officers consult with the Chair of the Joint Committee on the role descriptions for the BAB Chair and members.
4. agree the appointments to the Business Advisory Board at its next meeting.
5. the Chair of the Business Advisory Group be invited to attend the Joint Committee.

4 DATES OF FUTURE MEETINGS

RESOLVED:

That the following dates and times be approved for the subsequent meetings of the Cheshire and Warrington Joint Committee:

- 2.00 pm - 10 October 2024 Venue: Cheshire East
- 3.30 pm - 3 December 2024 Venue: Cheshire West and Chester
- 2.30 pm - 13 February 2025 Venue: Warrington
- 2.00 pm - 10 April 2025 Venue: Cheshire East

Members would be consulted on revised dates for the June and August 2024 meetings in due course.

The meeting commenced at 9.30 am and concluded at 9.45 am

Councillor L Gittins (Chair)

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Cheshire + Warrington Joint Committee

Cheshire and Warrington Joint Committee

26th July 2024

Cheshire & Warrington Joint Committee – Membership and Other Matters

Report of: Peter Skates, Acting Executive Director - Place, Cheshire East Council, Gemma Davies, Director Economy and Housing, Cheshire West and Chester Council and Steve Park, Director of Growth, Warrington Borough Council

Report Reference: CWJC/02/24-25

Ward(s) Affected: N/A

Significant/Key Decision?	Yes/No	Definition (to be deleted once completed)
Cheshire West and Chester	No	Constitution Page 115.
Warrington	No	Constitution page 41
Cheshire East	No	Constitution Page 78

Purpose of Report

- 1 To report the appointment of Members to the Cheshire and Warrington Joint Committee by the three Councils in Cheshire and to highlight some key operational and administrative requirements relating to the way in which the Committee will work in future.

Executive Summary

- 2 To report the appointment of Members to the Joint Committee and to highlight some key requirements relating to the way in which the Committee will operate going forward.

RECOMMENDATIONS

The Joint Committee is recommended to:

1. Note the appointment of Members to the Joint Committee by constituent Councils.
2. Note the resignation of Councillor Sam Corcoran from his role as Leader of Cheshire East Council and that his replacement is Councillor Nick Mannion as newly appointed Leader.
3. Note the position relating to the appointment of the Chair of the Business Advisory Board.
4. Note the Terms of Reference for the Joint Committee, approved by Constituent Councils.
5. Note the operational and administrative arrangements for the Joint Committee.
6. Note the proposed agenda items for the meeting of the Joint Committee in September 2024.

Background

- 3 In February 2024, Cheshire East Council, Cheshire West and Chester Council and Warrington Borough Council (the Council's) agreed to establish a Joint Committee under the provisions of the Local Government Acts 1972 and 2000, to oversee the activities of Enterprise Cheshire and Warrington and to act as a strategic body for economic development across Cheshire & Warrington.
- 4 In accordance with the Terms of Reference for the Committee agreed by the Councils, each Council is required to appoint two Members to the Committee. One to act as a voting Member for the shareholder business for Enterprise Cheshire and Warrington, and a second voting Member for the other functions of the Committee.

Cheshire & Warrington Joint Committee – Membership 2024/25

- 5 At their various relevant Council/Committee meetings in March to May 2024, the Councils appointed the following Members to the Cheshire and Warrington Joint Committee.

- (a) Councillor Louise Gittins – Leader of Cheshire West & Chester Council (Chair of the Joint Committee)
 - (b) Councillor Karen Shore – Deputy Leader of Cheshire West and Chester Council.
 - (c) Councillor Sam Corcoran – Leader of Cheshire East Council (Vice-Chair of the Joint Committee)
 - (d) Councillor Michael Gorman – Deputy Leader of Cheshire East Council.
 - (e) Councillor Hans Mundry – Leader of Warrington Borough Council
 - (f) Councillor Jean Flaherty – Deputy Leader of Warrington Borough Council.
- 6 Following the resignation of Councillor Sam Corcoran from his role as Leader of Cheshire East Council on 17 July 2024, he will now be replaced by the new Leader Councillor Nick Mannion, who will also act as Vice-Chair of the Joint Committee.
- 7 The Terms of Reference for the Joint Committee refer to the Chair of the Business Advisory Board as an ex-officio member of the Committee. Enterprise Cheshire and Warrington is currently going through the recruitment process for the Business Advisory Board and the name of the Chair will be confirmed in due course (see separate agenda item).
- 8 The Terms of Reference also refer to the appointment of substitute members to act in the absence of either of the two substantive Members and that such appointments will be made in accordance with their own Constitutional requirements. Whilst the practice of appointing substitutes differs slightly between the Councils, there is a requirement to provide some notice prior to a meeting of the Joint Committee. Cheshire East Council have named their Substitute Members.

Cheshire & Warrington Joint Committee - Terms of Reference

- 9 The Terms of Reference for the Cheshire and Warrington Joint Committee were approved by respective Councils in February 2024 and are attached as Appendix 1 for information. They were approved by the Joint Committee at its first meeting in April 2024.

Calendar of Meetings 2024/25

- 10 Following consultation with Chief Executives and the Chair of the Joint Committee, Councillor Louise Gittins, it has been agreed that future meetings of the Joint Committee will be aligned with existing sub-regional meetings already in the diary. This makes for more effective use of peoples' time, diary and business management at no additional cost.

- 11 The Joint Committee will therefore meet on the following dates, all of which are in members diaries. The 27th September 2024, 31st January 2025 and 31st March 2025.
- 12 One important feature of working arrangements in support of the new Joint Committee is how best to brief Members ahead of each meeting of the Committee on items on the forthcoming agenda. The Chair has asked for informal meetings to be programmed into the Calendar and arrangements are being made for this. Going forward, the informal Joint Committee meetings will be built into the Annual Calendar of meetings. It may also be the case that as the Joint Committee evolves, particularly around the development of portfolios, that respective Members may also wish to have individual briefings with respective officers.
- 13 The Joint Committee will also maintain a Forward Plan, in much the same way as the Councils do, which provides prior notice of the business that is likely to be submitted to the Joint Committee at future meetings. The Joint Committee's Forward Plan will be in addition to any forward plan arrangements and/or requirements of each of the Council's, as it is recognised that some of the decisions of the Joint Committee may amount to key or significant decisions and the requirements of each of the Council's Constitution will need to be adhered to.
- 14 The Joint Committees Forward Plan is a 'live' documents which will be updated and amended regularly to reflect emerging or developing business. The Forward Plan for the Joint Committee is currently being worked up based on current understanding of the likely business in the pipeline and a full version will be submitted to the Committee in September 2024. The known business for the September meeting is included in Appendix 2.

Operational arrangements

- 15 The Joint Committee is a formal local authority committee and like all others must adhere to certain procedural rules and requirements relating to, for example, the publication of agenda papers five working days before meetings, access to information relating to reports, public access to meetings, and on occasions when, relating to private or confidential information, excluding the press and public. All these matters have been built into the support arrangements for the Joint Committee but in the case of any doubt Cheshire East Council's (as the host of the Joint Committee) procedural rules will be applied, in accordance with the Terms of Reference. There are one or two operational points around urgent business and exclusion which are currently being clarified.
- 16 Although council decision-making arrangements operate within the same legal framework, they do have different ways of working. The most obvious example is the Cabinet model in Cheshire West and Chester and Warrington, and the Committee system used by Cheshire East Council. This is not expected to have a significant impact on the Joint Committee but worthy of note as some Joint Committee business may need to be agreed firstly by constituent Councils.

- 17 Another example of different ways of working which may impact on the Joint Committee relates to the live streaming of meetings. Councils tend to live stream main meetings but not all or provide live audio of meetings. In the circumstances, in future it is expected that the house-style of the Council hosting the meeting will be applied should the Committee wish to stream a meeting.

Reasons for Recommendations

- 18 The reason for the recommendation is to inform all Members of the Committee about the Membership, Terms of Reference, and the ways in which it will be required to operate going forward as a formal Committee.

Other Options Considered

- 19 Not applicable. The report simply reports the appointments made in compliance with the Terms of Reference and ways in which the Committee is required to operate.

Implications and Comments

Monitoring Officer/Legal

- 20 The Council's have power to appoint members to the Joint Committee and this has been exercised.
- 21 The appointments made by Cheshire East Council were role related and not personal appointments and the newly elected Leader is therefore correctly appointed to the Joint Committee.
- 22 The legal implications as to decision making and the requirements for access to agendas, reports and minutes together with the issues as to a forward plan, are set out in the report.

Section 151 Officer/Finance

- 23 There are no direct financial implications relating to the report.

Policy

- 24 There are no direct policy implications in this report.

Equality, Diversity and Inclusion

- 25 There are no implications in this report.

Human Resources

- 26 There are no Human Resource implications in this report.

Risk Management

27 There are no risk management implications in this report.

Rural Communities

28 There are no implications for rural communities in this report.

Children and Young People including Cared for Children, care leavers and Children with special educational needs and disabilities (SEND)

29 There are no implications.

Public Health

There are no implications.

Climate Change

30 There are no climate change implications in this report.

Access to Information	
Contact Officer:	<p>Peter Jones, Programme Director, Cheshire & Warrington Sub-regional Programme Office.</p> <p>Peter.jones@warrington.gov.uk</p>
Appendices:	<p>Appendix 1 – Terms of Reference for the Cheshire & Warrington Joint Committee.</p> <p>Appendix 2 – Forward Plan for the September meeting of the Joint Committee</p>
Background Papers:	<p>Cheshire West and Chester Council - Cabinet report February 2024 on LEP Transitional Arrangements</p> <p>Cheshire East Council – Corporate Policy Committee report – February 2024 on LEP Transition arrangements.</p>

	Warrington Borough Council – Cabinet report February 2024 on LEP Transitional arrangements.
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Appendix 1

**CHESHIRE AND WARRINGTON JOINT COMMITTEE
TERMS OF REFERENCE**

1. Cheshire East Council, Cheshire West and Chester Council and Warrington Council have established an Executive Joint Committee known as the Cheshire and Warrington Joint Committee ('the Committee') for the purpose of discharging the functions mentioned in Annex A. The Councils are enabled to set up Joint Committees under Part VI of the Local Government Act 1972 and Part I Chapter 2 of the Local Government Act 2000.
2. Each Council is entitled to appoint one voting member in respect of the business to be carried out in Part One of Appendix A (Subscriber Members), and one further voting member in respect of the business to be carried out in Part Two of Appendix A (Joint Committee Members). In the event of a voting member of the Committee ceasing to be a member of the Council which appointed him/her, the Council shall forthwith appoint another voting member in his/her place. Only a voting member is entitled to be elected as Chair or Vice-Chair of the Committee.
3. Each Council may appoint members as substitute for the members appointed under (i) above to attend meetings of the Committee in the absence for any reason of the members appointed under (i) above, in accordance with their own constitutional requirements. The substitute members shall be treated in all respects if they were appointed under (i) above.
4. The Chair of the Business Advisory Board ('BAB') shall be an ex officio member of the Committee and may speak at meetings of the Committee but not vote. The Chair of the Business Advisory Board may present reports to the Committee from the BAB.
5. The Committee shall maintain a two-year rolling Chair and Vice-Chair from among the Subscriber Members. The Chair will rotate every two years in the following order CWaC (until May 2025), CEC (until May 2027) WBC (until May 2029) and shall continue in that rotation. The Vice-Chair shall be from CEC (until May 2025) and to shall rotate in the same order as the chairmanship every two years.
6. Three voting members of the Committee shall constitute a quorum for the business set out in Part One of Appendix A. Four voting members shall constitute a quorum for the business set out in Part Two of Appendix A. Except as otherwise provided by statute, all questions shall be decided by a majority of the votes of the voting members present, the Chair having the casting vote in addition to his/her vote as a member of the Committee.

7. The Committee shall meet as agreed at its AGM and at least three times each year. However, a meeting of the Committee may be convened at any time by the Committee Clerk in consultation with the Chair. A meeting of the Committee must also be convened by the Chair within 28 days of the receipt of a requisition of any two Subscriber Members of the Committee addressed to the Committee Clerk. The Chair of the Board may request a meeting of the Committee by notice in writing addressed to the Committee Clerk, but may not requisition one. All requisitions shall be in writing and no business other than that specified in the requisition shall be transacted at such a meeting.
8. The Committee shall adopt the standing orders of Cheshire East Council but it may agree to vary these and from time to time make such standing orders for the carrying on of the business of the Committee as the Committee shall deem necessary and or desirable.
9. For the avoidance of doubt and subject to there being no changes to the law on this issue, where a Council is operating executive arrangements pursuant to the Local Government Act 2000 (and any regulations made under it), it will be a matter for the Executive of the Council to appoint any voting member, or substitute member of the Committee as long as that member is a member of the appointing Councils Cabinet. Where a Council is operating committee system arrangements pursuant to the Local Government Act 2000, it will be a matter for the Council to appoint any voting member and substitute member to the Joint Committee.
10. The Committee shall from time to time appoint such sub-committees to consider and deal with any of the functions of the Committee as may be thought desirable.
11. The Committee Clerk and such other officers as may be deemed necessary for the due conduct of the business of the Committee shall be provided by Cheshire East Council and the costs of this shall be met by the Council-owned company (*Enterprise Cheshire and Warrington – NB: name subject to Member approval*).
12. The first meeting of the Committee shall be held at Cheshire East Council and the venue shall then rotate between the Councils in alphabetical order, unless otherwise directed by the Committee.
13. As and when required by an Overview and Scrutiny Committee or other Committee or an Audit Committee of any of the Councils, the Subscriber Member for the Council whose Overview and Scrutiny Committee or Committee or Audit Committee has instigated an investigation shall take the lead responsibility for accounting for the activities of the Committee to the Overview and Scrutiny Committee or Committee or Audit Committee and shall attend

such meetings of those committees of its Council as necessary, and no other member of the Committee shall be required to attend.

14. The Committee Clerk shall:

- a. Be responsible for preparing the agenda and submitting reports prepared by either the Councils or other bodies to the Committee and minutes of the Committee.
- b. Be responsible for making arrangements for publishing in accordance with Access to Information requirements all meetings, agenda, agenda items and minutes as appropriate.

15. The relevant Standing Orders for the Committee are those of Cheshire East Council.

16. In the event that an urgent decision is needed for the discharge of any of the functions of this Committee, other than those functions which by law can be discharged only by the Councils or a specific Committee, then the Growth Director of each Council is entitled to act on behalf of the Committee. A decision will be urgent where any delay would seriously prejudice the legal or financial position of the Councils or the interests of residents. This delegation is subject to the conditions that any urgent action:-

(a) should be reported to the Committee

(b) shall take the advice of the Monitoring Officer and S151 officer of each Council

(c) shall be exercised in consultation with the three Subscriber members of the Committee

(d) shall be exercised within each Councils own financial and other constitutional requirements

Appendix A – Terms of Reference

Part One - Shareholder Functions of the Committee

1. To approve the business plan and budget of LEPCo/Enterprise Cheshire and Warrington (ECW)¹ and any required variations
2. Ensuring that LEPCo/ ECW deliver against their business plan and budget, holding them to account for such delivery and directing the LEPCO/ECW Board to take remedial action where necessary;
3. To appoint directors to the LEPCo/ECW Board
4. To approve any capital expenditure to be made in excess of £100k unless agreed under the business plan
5. To approve the entering into of any lease or licence for the occupation of land or premises
6. To approve the appointment of members of LEPCo/ECW management team
7. To approve the entering into of any contract in excess of £100k unless agreed under the Business Plan
8. To approve the entering into or giving of any loan, guarantee, surety or indemnity by LEPCo/ECW other than the giving of grant by LEPCo/ECW as part of its business plan
9. To approve the opening or closing of any bank account by the Company
10. To approve any changes to the Articles of Association of the Company
11. To approve any staffing or other material policy changes or new policies to be implemented

Part Two - Other Functions of the Committee

1. To receive reports from the Business Advisory Board, any Sub Committee of the Joint Committee and the Growth Directors (management) Group.
2. Any time review and agree proposed changes to the Functions of the Committee and seek approval of the same from the three Councils.
3. To agree and approve any proposed governance and or reporting structure that the Committee sees fit.
4. To act as a strategic body; setting and reviewing objectives for strategic economic development across Cheshire and Warrington, including;
 - a. Providing a coherent single position on major strategic issues;
 - b. agreeing major economic priorities across Cheshire and Warrington;

¹ Name subject to Member approval

- c. consider recommendations made by any Sub Committee, the Business Advisory Board or Growth Directors (management) Group;
- d. agreeing Lead and/or Accountable Body status for LEPCo/ECW and any projects undertaken;
- e. influence and align government investment in order to boost economic growth across Cheshire & Warrington;
- f. have regard to the duty to cooperate and the Joint Committee's overall function as set out above;
- g. to ensure alignment between decision making on areas of policy such as land use, transportation, economic development and wider regeneration;
- h. co-ordinate and align decision making on transport across Cheshire and Warrington ensuring that business views are taken on board and that the Councils' adopted plans are reflected in strategic priorities;
- i. deciding on capital expenditure programmes which are delivered across Cheshire & Warrington and ensuring policy and programmes are delivered effectively through LEPCo/ECW

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2. Each Council is entitled to appoint one voting member in respect of the business to be carried out in Part One of Appendix A (Subscriber Members), and one further voting member in respect of the business to be carried out in Part Two of Appendix A (Joint Committee Members). In the event of a voting member of the Committee ceasing to be a member of the Council which appointed him/her, the Council shall forthwith appoint another voting member in his/her place. Only a voting member is entitled to be elected as Chair or Vice-Chair of the Committee.
3. Each Council may appoint members as substitute for the members appointed under (i) above to attend meetings of the Committee in the absence for any reason of the members appointed under (i) above, in accordance with their own constitutional requirements. The substitute members shall be treated in all respects if they were appointed under (i) above.
4. The Chair of the Business Advisory Board ('BAB') shall be an ex officio member of the Committee and may speak at meetings of the Committee but not vote. The Chair of the Business Advisory Board may present reports to the Committee from the BAB.
5. The Committee shall maintain a two-year rolling Chair and Vice-Chair from among the Subscriber Members. The Chair will rotate every two years in the following order CWaC (until May 2025), CEC (until May 2027) WBC (until May 2029) and shall continue in that rotation. The Vice-Chair shall be from CEC (until May 2025) and to shall rotate in the same order as the chairmanship every two years.
6. Three voting members of the Committee shall constitute a quorum for the business set out in Part One of Appendix A. Four voting members shall constitute a quorum for the business set out in Part Two of Appendix A. Except as otherwise provided by statute, all questions shall be decided by a majority of the votes of the voting members present, the Chair having the casting vote in addition to his/her vote as a member of the Committee.

7. The Committee shall meet as agreed at its AGM and at least three times each year. However, a meeting of the Committee may be convened at any time by the Committee Clerk in consultation with the Chair. A meeting of the Committee must also be convened by the Chair within 28 days of the receipt of a requisition of any two Subscriber Members of the Committee addressed to the Committee Clerk. The Chair of the Board may request a meeting of the Committee by notice in writing addressed to the Committee Clerk, but may not requisition one. All requisitions shall be in writing and no business other than that specified in the requisition shall be transacted at such a meeting.
8. The Committee shall adopt the standing orders of Cheshire East Council but it may agree to vary these and from time to time make such standing orders for the carrying on of the business of the Committee as the Committee shall deem necessary and or desirable.
9. For the avoidance of doubt and subject to there being no changes to the law on this issue, where a Council is operating executive arrangements pursuant to the Local Government Act 2000 (and any regulations made under it), it will be a matter for the Executive of the Council to appoint any voting member, or substitute member of the Committee as long as that member is a member of the appointing Councils Cabinet. Where a Council is operating committee system arrangements pursuant to the Local Government Act 2000, it will be a matter for the Council to appoint any voting member and substitute member to the Joint Committee.
10. The Committee shall from time to time appoint such sub-committees to consider and deal with any of the functions of the Committee as may be thought desirable.
11. The Committee Clerk and such other officers as may be deemed necessary for the due conduct of the business of the Committee shall be provided by Cheshire East Council and the costs of this shall be met by the Council-owned company (*Enterprise Cheshire and Warrington – NB: name subject to Member approval*).
12. The first meeting of the Committee shall be held at Cheshire East Council and the venue shall then rotate between the Councils in alphabetical order, unless otherwise directed by the Committee.
13. As and when required by an Overview and Scrutiny Committee or other Committee or an Audit Committee of any of the Councils, the Subscriber Member for the Council whose Overview and Scrutiny Committee or Committee or Audit Committee has instigated an investigation shall take the lead responsibility for accounting for the activities of the Committee to the Overview and Scrutiny Committee or Committee or Audit Committee and shall attend

such meetings of those committees of its Council as necessary, and no other member of the Committee shall be required to attend.

14. The Committee Clerk shall:

- a. Be responsible for preparing the agenda and submitting reports prepared by either the Councils or other bodies to the Committee and minutes of the Committee.
- b. Be responsible for making arrangements for publishing in accordance with Access to Information requirements all meetings, agenda, agenda items and minutes as appropriate.

15. The relevant Standing Orders for the Committee are those of Cheshire East Council.

16. In the event that an urgent decision is needed for the discharge of any of the functions of this Committee, other than those functions which by law can be discharged only by the Councils or a specific Committee, then the Growth Director of each Council is entitled to act on behalf of the Committee. A decision will be urgent where any delay would seriously prejudice the legal or financial position of the Councils or the interests of residents. This delegation is subject to the conditions that any urgent action:-

(a) should be reported to the Committee

(b) shall take the advice of the Monitoring Officer and S151 officer of each Council

(c) shall be exercised in consultation with the three Subscriber members of the Committee

(d) shall be exercised within each Councils own financial and other constitutional requirements

Appendix A – Terms of Reference

Part One - Shareholder Functions of the Committee

1. To approve the business plan and budget of LEPCo/Enterprise Cheshire and Warrington (ECW)¹ and any required variations
2. Ensuring that LEPCo/ ECW deliver against their business plan and budget, holding them to account for such delivery and directing the LEPCO/ECW Board to take remedial action where necessary;
3. To appoint directors to the LEPCo/ECW Board
4. To approve any capital expenditure to be made in excess of £100k unless agreed under the business plan
5. To approve the entering into of any lease or licence for the occupation of land or premises
6. To approve the appointment of members of LEPCo/ECW management team
7. To approve the entering into of any contract in excess of £100k unless agreed under the Business Plan
8. To approve the entering into or giving of any loan, guarantee, surety or indemnity by LEPCo/ECW other than the giving of grant by LEPCo/ECW as part of its business plan
9. To approve the opening or closing of any bank account by the Company
10. To approve any changes to the Articles of Association of the Company
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Part Two - Other Functions of the Committee

1. To receive reports from the Business Advisory Board, any Sub Committee of the Joint Committee and the Growth Directors (management) Group.
2. Any time review and agree proposed changes to the Functions of the Committee and seek approval of the same from the three Councils.
3. To agree and approve any proposed governance and or reporting structure that the Committee sees fit.
4. To act as a strategic body; setting and reviewing objectives for strategic economic development across Cheshire and Warrington, including;
 - a. Providing a coherent single position on major strategic issues;
 - b. agreeing major economic priorities across Cheshire and Warrington;

¹ Name subject to Member approval

- c. consider recommendations made by any Sub Committee, the Business Advisory Board or Growth Directors (management) Group;
- d. agreeing Lead and/or Accountable Body status for LEPCo/ECW and any projects undertaken;
- e. influence and align government investment in order to boost economic growth across Cheshire & Warrington;
- f. have regard to the duty to cooperate and the Joint Committee's overall function as set out above;
- g. to ensure alignment between decision making on areas of policy such as land use, transportation, economic development and wider regeneration;
- h. co-ordinate and align decision making on transport across Cheshire and Warrington ensuring that business views are taken on board and that the Councils' adopted plans are reflected in strategic priorities;
- i. deciding on capital expenditure programmes which are delivered across Cheshire & Warrington and ensuring policy and programmes are delivered effectively through LEPCo/ECW

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PART A/B	Joint Committee (Dates tbc)	Venue	Title (draft where not complete)	Purpose of Report	Member Lead	Officer Lead	NOTES
A	08/04/24	CEC	Report to set-up ECW (title TBC)	Complete all outstanding matters for Council- owned company set-up.		ECW/CEC (Ian Brooks/Deborah Upton)	
A			Report to agree the 2024/5 ECW (and Marketing Cheshire) Business Plan	Shareholder agreement to Business Plan.		ECW (Philip Cox)	
A			Report to agree the terms of reference for the C&W Business Advisory Board	Agreement for Terms of Reference to establish an initial Business Advisory Board as part of continued private sector influence and engagement for the sub-region.		ECW (Philip Cox)	
A	21/06/24	CWaC	CANCELLED				
A	26/07/24	WBC	BAB Membership	Ratify ex-officio membership		ECW (Philip Cox)	
A			Finance for the Skills Bootcamp Programme	Approval of funding bid to DfE.		ECW (Pat Jackson)	
A/B			Joint Committee Membership and	Update and seek direction		SRPO (Peter Jones)	

PART A/B	Joint Committee (Dates tbc)	Venue	Title (draft where not complete)	Purpose of Report	Member Lead	Officer Lead	NOTES
			other matters (inc. Forward Plan)				
A	27/09/24	CEC	Statutory accounts – C&W LEP (2023/24)	Review C&W LEP statutory accounts (for financial year 2023-24) and any audit findings and recommendations.		ECW (Philip Cox)	
B			Business Advisory Board	Report to approve appointments following open recruitment (Chair and members)		ECW (Philip Cox)	
B			SIEP Consultation Report	Agree consultation documentation ahead of formal consultation		ECW (Philip Cox/Melissa Crellin)	
B			Universal Support	Report to agree joint commissioning governance for US delivery		CWaC (Gemma Davies)	
A/B			Joint Committee Forward Plan	Update and seek direction		SRPO (Peter Jones)	

Cheshire+ Warrington Joint Committee

26th July 2024

Cheshire and Warrington Business Advisory Board

Report of: Peter Skates, Acting Executive Director - Place, Cheshire East Council, Gemma Davies, Director Economy and Housing, Cheshire West and Chester Council and Steve Park, Director of Growth, Warrington Borough Council

Report Reference: CWJC/01/24-25

Significant/Key Decision?	Yes/No	Definition (to be deleted once completed)
Cheshire West and Chester	No	Constitution Page 115.
Warrington	No	Constitution page 41
Cheshire East	No	Constitution Page 78

Purpose of Report

- 1 This report seeks Joint Committee approval for the appointment of 10 of the proposed 15 to 20 members of the Joint Committee's Business Advisory Board.

Executive Summary

- 2 This report seeks Joint Committee approval for the appointment of 10 of the proposed 15 to 20 members of the Joint Committee's Business Advisory Board. The proposed appointments comprise the five members proposed by the sub-region's business representative organisations (BROs), four members

transferring across from the LEP Board, and the Chair of Marketing Cheshire. A further ten members are being sought via an open competition.

Background

- 3 At its meeting on 8 April, the Joint Committee agreed the terms of reference of C&W's Business Advisory Board (BAB) (attached at annex B). The purpose of the board is to provide a strong, independent business voice to help the Joint Committee deliver its vision of making C&W the healthiest, most sustainable, inclusive and growing part of the country.
- 4 The terms of reference specified a 15-20 member BAB comprising: members of whom:
 - A Chair, recruited via an open competition;
 - Four members transferring from the former LEP Board to serve one year terms to provide continuity;
 - Up to five members nominated by the sub-region's business representative organisations;
 - The Chair of Marketing Cheshire;
 - Nine further members recruited via an open competition.
- 5 Role descriptions for the Chair and Members of the BAB are attached at Annex C and D respectively were agreed with the Chair of the Joint Committee.
- 6 This paper seeks the Joint Committee's approval to appoint the Chair of Marketing Cheshire to the BAB along with the four nominations from the former LEP Board and the five nominations made by the business representative organisations.

RECOMMENDATIONS

The Joint Committee is recommended to:

1. Confirm the appointment of the BAB members listed at Annex A.

Consultation and Engagement

Former LEP Members

- 7 Everyone who was a member of the LEP Board during 2024 was sent a copy of the role description and invited to express an interest in applying for one of the four seats reserved for this group. As the purpose of inviting former members of the LEP onto the Board is to provide a measure of experience and continuity

whilst the BAB finds its feet, these members will be appointed for a one-year term.

- 8 Only four people expressed an interest in transferring from the LEP Board onto the BAB and it is therefore proposed that they are all appointed. Their names are listed in annex A

Business Representative Organisations

- 9 The Cheshire Business Group (CBG) was invited to nominate the five representatives of the Business Representative Organisations. CBG is the umbrella body for all of the BROs in the sub-region and brings together the Federation of Small Businesses, the CBI, the sub-region's five Chambers of Commerce, the Institute of Directors, and a variety of other BROs including the Chester Business Club, several of the Business Improvement Districts and the Chemicals Industry Association.
- 10 CBG were asked to ensure their nominations offered a fully representative cross section of the business community in C&W. Their nominations are also listed in annex A. [will add a bit more about CBG's process once it is agreed].

Open Competition

- 11 The remaining ten places, including the Chair, are being recruited via an open competition being run by Sherrington Associates (a recruitment consultancy based in Chester). It is being widely advertised and will conclude with interview panels in which members of the Joint Committee and senior LA colleagues will be involved. Nominations from that process will be submitted for approval to the Joint Committee meeting in September.

Other Options Considered

- 12 The process agreed by the Joint Committee has been followed to generate the nominations to the BAB and no other options were therefore considered.

Option	Impact	Risk
Do nothing	No members would be appointed to the BAB	Failure to appoint a BAB would breach the requirement placed on sub-regions by the Government.

Implications and Comments

Monitoring Officer/Legal

- 13 The Business Advisory Board is an informal body and not a formal sub-committee of the Joint Committee or of the constituent councils. Its creation was approved by the shareholder Council's in February 2024 and its terms of reference to be agreed by the Joint Committee.

Section 151 Officer/Finance

- 14 There are no financial implications arising from the proposed nominations.
Support for the BAB will be provided from within existing ECW resources.

Policy

- 15 Appointment of members to the BAB will ensure there is a business voice supporting sub-regional priorities.

Equality, Diversity and Inclusion

- 16 Once both the “ex-officio” and open competition parts of the BAB appointment process have been concluded, the objective is to have a Board that is fully representative in all respects of the business community in C&W.

Human Resources

- 17 There are no implications. With the exception of the Chair members of the BAB will receive no remuneration.

Risk Management

- 18 There are no implications.

Communities

- 19 There are no implications. Representatives from businesses will be included on the BAB.

Public Health and All Together Better

- 20 There are no implications.

Climate Change

- 21 There are no implications.

Access to Information	
Contact Officer:	Paul Chapman, ECW Paul.chapman@cheshireandwarrington.com
Appendices:	Appendix A – List of Proposed Appointments to the BAB Appendix B – Terms of Reference of the BAB Appendix C – Role Description for the Chair of the BAB Appendix D – Role Description for Members of the BAB

Background Papers:	
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OPEN

Cheshire and Warrington Business Advisory Board

Proposed Membership

Trevor Brocklebank - Ex-Officio, Chair of Marketing Cheshire

Chris Hindley - Former LEP Board Member

Nichola Newton - Former LEP Board Member

Peter Broxton - Former LEP Board Member

Rupert Collis - Former LEP Board Member

Ian Traynor - BRO Cheshire Business Group

Terry Haywood - BRO North Cheshire Chamber

Jane Hough - BRO Groundwork (for Cheshire & Warrington BIDs)

Helen Gbormittah - BRO North West Confederation of British Industry

Jan Chillery - BRO Chester Business Club

Abbreviations:

BID – Business Improvement District

BRO – Business Representative Organisation

LEP – Local Enterprise Partnership

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OPEN

**Cheshire and Warrington Business Advisory Board:
Terms of Reference**

Summary The overarching remit of the Business Advisory Board (the 'Board') is to be the Cheshire and Warrington sub-region's expert advisory group on the role of business and different sectors, on the performance of the Cheshire and Warrington economy and to influence policy to stimulate economic growth, productivity & competitiveness, whilst supporting Cheshire and Warrington in its ambitions for inclusive growth and sustainability.

Board Members should bring a knowledge of their sector, be advocates of the sub-region economy, as well as promoting the sub-region to national and international audiences, supporting inward investment activity where possible.

The Business Advisory Board will integrate with the Local Authorities Joint Committee, providing advice on the development of economic strategy, on wider economic development and how business is impacted.

Members are expected to take a strategic role rather than act in the interests of their individual sectors and/or organisations.

Purpose of the Board The overarching purposes of the Business Advisory Board are to:

- Work with Local Authorities, Enterprise Cheshire and Warrington and others in the development of economic strategy for the Region.
- Be consulted by the Joint Committee on any economic or other decisions that will impact upon the Cheshire and Warrington business community.
- Represent the voice of business in key Cheshire and Warrington partnerships and stakeholder groups.
- Help to shape delivery of business support and inward investment functions with the Growth Hub and Enterprise Cheshire and Warrington.

The Board is advisory in nature and more specifically will provide Enterprise Cheshire and Warrington with insights on:

- Sector intelligence and the direction of the economy
- Operation of the economy and the key drivers shaping employment, productivity and sector/cluster performance

- Supply-chain issues that are holding back the growth of the economy.
- Opportunities for growth, innovation or investment across the economy and its key clusters & sectors
- Opportunities for links between the Board and wider economy to drive productivity, investment and employment
- Outline of potential economic development initiatives / interventions
- 'Horizon scanning' for different funding initiatives (private and public)
- Ideas to help promote the Cheshire and Warrington economy more widely

With this in mind, the Board will create an annual action plan focused on supporting the economy.

Membership The Board will be made up of 15-20 full members who will be selected by an open process and appointed by the Local Authorities Joint Committee.

The Board membership will be representative of the business community of Cheshire and Warrington and reflect policies on equality, diversity and inclusion.

The Board Chair will be invited to take a non-voting position on the Local Authorities Joint Committee.

Reserved places will be held for:

- 1 member from the Local Visitor Economy Partnership
- 3 - 5 members from Business Representative Organisations, for example Chambers of Commerce, Federation of Small Business, Business Improvement Districts, Sector organisations etc.

To provide continuity, up to 4 positions will be reserved on the initial Board for former members of the Cheshire and Warrington Local Enterprise Partnership Board.

The Board membership will take into account factors including (but not limited to):

- Gender balance
- Sizes of business
- Sectors
- Range of Expertise
- Geographical location
- Business structure (including social enterprise)

Board members will generally be appointed for a 3-year term, although initially appointments will be made for 2 and 3-year terms to provide for staggered future Board renewal. The appointment of former Local Enterprise Partnership members will be for a 1-year period.

Board members may serve a second term through the appointment process

Additionally, the Board will have the ability to co-opt, for periods of up to 12 months, additional members who bring specific subject matter expertise to any matter under investigation by the Board.

Accountability The Board will report on its work to the Local Authorities Joint Committee

The Board and its Members will operate and conduct themselves in accordance with the following principles:

- Code of Conduct - underpinned by the Seven Principles of Public Life (the Nolan principles)
- Attendance - commitment to attending 75% of meetings of the Board
- Support of a fully inclusive culture. Promote and adhere to policies on equality, diversity and inclusivity.
- Declarations of Interest
- Confidential Reporting
- Whistleblowing
- Gifts and Hospitality

On issues of conduct, the Board and its Members are accountable to the Local Authorities Joint Committee

Review The participation and involvement of Board Members will be monitored on a rolling 12-month basis.

Working Approach The Board is intended to bring insights to the Local Authorities Joint Committee and to identify priority work streams

The Board will seek to influence public and private sector bodies to participate in and deliver those projects identified as priorities.

Board members will also be able to join cross-sector and other 'task groups' working on issues determined by the Board, for example:

- Decarbonisation
- Digitalisation

- Social Value
- Skills

The Board may form sub-groups from its own membership and others, where it deems necessary. Wherever possible, sub-groups should be constituted according to the principles of these Terms of Reference and, in all cases, sub-groups should abide by terms relating to accountability and reflect policies on equality, diversity and inclusion.

The Board will nominate a member as Lead for Equality, Diversity and Inclusion.

A paragraph of text will be included in papers for submission to the Local Authorities Joint Committee setting out the views of the Board on the issue(s) under consideration.

Meetings	<p>The Board will meet quarterly with the potential for a small number of additional ad hoc meetings during the year.</p> <p>During its first year of operation, the board will meet at two-monthly intervals</p>
Resources	<p>The Board will be supported by a secretariat function provided through Enterprise Cheshire and Warrington.</p> <p>Board members would be expected to provide c1-2 days of support per month. Board positions are not remunerated.</p>

Cheshire and Warrington Business Advisory Board

Chair of the Business Advisory Board

Role Description & Person Specification

Position: Cheshire and Warrington Business Advisory Board Chair

Location: Cheshire and Warrington

Remuneration: [£25k per annum]

Term Length: 3 Years

Expected commitment: 1½ day per week on average

Closing Date:

The Cheshire and Warrington Business Advisory Board

2024 sees a new approach for Cheshire and Warrington, with the Cheshire and Warrington Local Enterprise Partnership becoming Enterprise Cheshire and Warrington (ECW) and transferring into the ownership of the three C&W local authorities. Alongside this, the local authorities are creating a new Business Advisory Board with a remit to provide LA leaders with support and advice to help them realise the sub-region's vision of becoming the healthiest, most sustainable, inclusive and growing place in the country.

The Business Advisory Board will be involved from the earliest stage in supporting elected members and officers from the LAs and ECW to develop and review the economic strategies that will help deliver the sub-region's vision, ensuring that the 'voice of business' is clearly heard in economic policy making.

The Chair of the Business Advisory Board is a key role, providing leadership and direction to the Business Advisory Board and providing the key link between the Board and the leaders of the local authorities as a non-voting member of the Local Authorities Joint Committee, which has been set up to lead the economic development of Cheshire and Warrington and which also oversees the work of Enterprise Cheshire and Warrington.

Role

The Chair of the Business Advisory Board is a key strategic role in the development, review and implementation of economic strategy in Cheshire and Warrington and will:

- Provide leadership and direction to the Business Advisory Board, promoting a culture of openness, objectivity, collaboration and debate;
- Act as the principal link to the Local Authorities Joint Committee, working closely with elected members as a non-voting member;

- Provide effective representation of the views of the business community to the Joint Committee on the opportunities and challenges facing businesses, ensuring that succinct, comprehensive, timely, accurate and relevant summaries of the Business Advisory Board's views are placed before the Joint Committee to allow them to reach informed conclusions;
- Work closely with Business Advisory Board members, political leaders and officers from the LAs and Enterprise Cheshire and Warrington to ensure that C&W has in place a compelling, evidence-based future strategy and narrative for its economy;
- Be a principal advocate in public and the media of Cheshire and Warrington's vision and economic opportunities;
- Collaborate across a wider geography to bring understanding of and build relationships with the leaders of other Business Advisory Boards and similar organisations to ensure that Cheshire and Warrington plays a full part in and is able to take advantage of the economic opportunities at a North West, Northern and national level;
- Provide leadership to the Board in showing total commitment to equality of opportunity and diversity, including an understanding of the barriers and challenges faced by economically or socially excluded groups;
- Actively uphold the Nolan Principles of standards in public life and provide leadership to the Board so that it is seen as an exemplar in acting with integrity and selflessness for the wider benefit of the Cheshire and Warrington region;
- Preside over board meetings ensuring that time in meetings is used productively, that there is open and constructive debate, that all members have the opportunity to express their views and that any conflicts of interest are managed as appropriate;
- Convene and oversee sub-groups and task-and-finish groups to allow some issues to be considered in more depth by the Business Advisory Board;
- Other aspects of the role, as applicable to Business Advisory Board Members.

Person Specification

Essential Requirements for the role:

- A strong connection and commitment to Cheshire and Warrington and the success of the regional economy;
- A proven and recognised business leader with experience of undertaking leadership roles in business and/or the wider economy;
- Experience of chairing boards and meetings comprising other leaders and senior people with strongly held views;
- High level influencing, relationship and stakeholder engagement skills, including confidence and the ability to present complex concepts in an understandable way and respond constructively to challenge and scrutiny;
- Ability to work effectively, and represent the views of businesses of all types and across all sectors, and to work with political leaders from across the political spectrum;
- Ability to access, build and maintain strong and effective networks and working relationships across the public and private sectors in Cheshire and Warrington and more widely across the North and nationally;
- Appreciation of the issues in the area, including local economic, business, infrastructure, and political landscape and able to provide an advisory perspective on the economy as a whole;

- Politically astute, able to make sense of the full context in which the Business Advisory Board operates and able to guide board members on these issues;
- Able to provide a strategic view of the contribution of Cheshire and Warrington businesses to the economy and the factors which are key to achieving future growth ambitions;
- Has a commitment to both leading and working within a team, open to difference and with strong listening and questioning skills;
- Other personal attributes, as applicable to Business Advisory Board Members.

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Cheshire and Warrington Business Advisory Board

Board Member Role Description & Person Specification

2024 sees a new approach for Cheshire and Warrington, with the Cheshire and Warrington Local Enterprise Partnership becoming Enterprise Cheshire and Warrington and transferring into the ownership of the three Cheshire and Warrington local authorities. Alongside this, the local authorities are creating a new Business Advisory Board with a remit to provide local authority leaders with support and advice to help them realise the sub-region's vision of becoming the healthiest, most sustainable, inclusive and growing place in the country.

The Business Advisory Board will be involved from the earliest stage in supporting elected members and officers from the local authorities and Enterprise Cheshire and Warrington to develop and review the economic strategies that will help deliver the sub-region's vision, ensuring that the 'voice of business' is clearly heard in economic policy making.

More than anything, the role calls for a clear insight into what it's like to do business in Cheshire and Warrington in both the with and without profit sectors, what drives their success, but also what holds them back.

Role

The role of members of the Business Advisory Board will be to:

- Make an active contribution to the Board's role in advising leaders and officers on how to make Cheshire and Warrington the healthiest, most sustainable, inclusive and growing place in the country;
- Provide their own expertise, knowledge and experience to enable the Board to address the economic needs of Cheshire and Warrington;
- Take the lead and provide strategic direction within the Business Advisory Board on issues and areas in which they have particular skills, expertise and experience;
- Build, maintain and utilise strong networks in order to offer well evidenced business input, advice and guidance on the future economic development of Cheshire and Warrington;
- Be prepared to actively participate in and collaborate with other boards, groups and networks, both within Cheshire and Warrington and those that connect us to neighbouring geographies across the North, in both the public and private sector;
- Attend Board meetings and other events as appropriate;
- Be an ambassador and champion for the sub-region and advocate priorities in terms which resonate with the private and public sectors;
- Actively uphold the Nolan Principles of standards in public life, and be an exemplar in acting with integrity and selflessness for the wider benefit of the Cheshire and Warrington region

Appointments will be for two or three year periods with the possibility of extension and require a time commitment of 1 -2 days per month. The role is not remunerated.

Person Specification

Local authority leaders are looking to establish a Board drawn from across Cheshire and Warrington which is representative, inclusive and has a wide range of knowledge, experience and networks across its membership.

As such, the board will be made up of members who have a variety of backgrounds, including individuals from all age ranges, organisational sizes and from newly formed businesses to the well-established. It will also be fully representative of the business community of Cheshire and Warrington, including urban, rural and all geographical areas. Sectors important to the local economy will be represented (including charities, the voluntary sector, not-for-profit and other social enterprises) and the board will be inclusive of all regardless of gender, ethnicity or ability.

There are a small set of characteristics which it is important that all members of the Board share:

- a significant connection to Cheshire and Warrington;
- genuine interest and good understanding of Cheshire and Warrington, in particular, the opportunities and challenges faced by businesses operating in the Cheshire and Warrington economy and a strong commitment to the success of the region's economy;
- be independently minded – able to be detached from personal issues and provide clarity in the development of strategy and the identification of opportunities
- good interpersonal and communication skills, articulate, passionate and have an ability to influence and network;
- willing to provide the time commitment to the Business Advisory Board and see the personal development opportunity provided by the appointment.

In addition, local authority leaders would like a number of other attributes and characteristics to be represented on the Board, although it is not expected that individual members of the Board will be able to exhibit all of them:

- experience of starting a business as an entrepreneur;
- leaders or people with senior roles in a business, community, voluntary or similar organisation operating in Cheshire and Warrington;
- experience of serving on groups or boards of other businesses or organisations;
- a perspective and understanding of the opportunities and difficulties faced by those who are under-represented in business, for example, due to age, gender or ethnicity, or those who face challenges due to disability, background or other factors;
- an ability to quickly understand and analyse and distil issues and to contribute to discussions about strategy;
- experience of working in a partnership environment and a strong commitment to collaborative and partnership working, including with the public sector and neighbouring regions;
- an interest in and/or experience of topics which present particular challenges or opportunities for businesses growth, for example employment, training & skills, research & development, net zero, investment, social value, environment, etc.;

- other knowledge, skills, interests and/or experience relevant to the purpose of the Business Advisory Board.

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Cheshire+ Warrington Joint Committee

OPEN

26th July 2024

**Finance for the Skills Bootcamp
Programme**

Report of: Peter Skates, Acting Executive Director - Place, Cheshire East Council, Gemma Davies, Director Economy and Housing, Cheshire West and Chester Council and Steve Park, Director of Growth, Warrington Borough Council

Report Reference: CWJC/03/24-25

Significant/Key Decision?	Yes/No	Definition (to be deleted once completed)
Cheshire West and Chester	Yes	Constitution Page 115.
Warrington	Yes	Constitution page 41
Cheshire East	Yes	Constitution Page 78

Purpose of Report

- 1 This report seeks approval from the Joint Committee for Enterprise Cheshire and Warrington (ECW) to accept, spend and submit further bids for funding for the Skills Bootcamp Programme as set out in the business plan.

Executive Summary

2. This report updates the Joint Committee on the Skills Bootcamp Programme that forms part of the ECW's business plan and asks for approval to vary the plan to:

- Accept and spend additional funding of around £5 million from the Department for Education (DfE) for our Cheshire and Warrington 2024/25 Skills Bootcamp programme
- Prepare and submit a bid of around £9 million for the 2025/26 Skills Bootcamp programme. At this stage the 2025/26 bid will be indicative of the size and nature of individual bootcamps – the final shape will depend on demand from employers and learners.

Recommendations:

The Joint Committee is recommended to:

1. Agree ECW should accept and spend further funding of around £5 million for our 2024/25 skills bootcamp programme if it is offered post-election or subsequently during this financial year
2. Agree that the Chief Executive of ECW in consultation with the Chair of the Joint Committee and the sub-regional Growth Directors Board and with agreement of the Skills Bootcamp Steering Committee should prepare and submit a bid for the 2025/26 skills bootcamp programme.
3. Approve a variation in the ECW Business Plan to include the proposals to accept and spend £5 million for 2024/25 and the submission of a bid for 2025/26.
4. Give delegated authority for Enterprise Cheshire and Warrington to award Skills Bootcamp delivery contracts exceeding £100,000, subject to compliance with procurement and subsidy regulations, to the Chair of the sub-regional Growth Directors Board in consultation with the Chair of the Joint Committee; the Growth Directors from the two remaining Local Authorities; and the Monitoring Officer and S151 Officer from the Local Authority with lead accountable body status.

Background

- 3 Skills Bootcamps are designed to focus on the needs of the Cheshire and Warrington economy. The programme enables employers to fill vacancies and develop the skills of their workforce whilst also allowing residents to develop the skills they need to move into a job or progress in work. A key requirement of each bootcamp is that employers must be involved in the design of the training and be prepared to offer job interviews for unemployed people or to offer to change the nature of the job for employed people. Further details of the Skills Bootcamp programme are in the attached slides.

Additional Funding for 2024/25

4. The Cheshire and Warrington Skills Bootcamp programme is growing in strength. The LEP ran programmes in 2022/23 (£1.04 million budget) and

2023/24 (£1.2 million budget) and ECW is continuing to run the programme in 2024/25. It has engaged a wide range of local employers in a variety of sectors. In 2022/23 and 2023/24 C&W's bootcamps supported a total of 559 learners whilst, to date in this current year we have received £2.46 million from DfE and have contracted to support 801 learners.

5. With encouragement from DfE, who recognise the strength of our Cheshire and Warrington bootcamp programme (we are amongst the top performers), all of this year's funding was committed by 30th April and we have started to develop a reserve list.
6. DfE have indicated that, following the General Election, they expect to be able to offer us further funding for this financial year (at least an initial £2.8 to £3m million to support an additional 808 learners with the potential of further funding later in the year).

Funding for 2025/26

7. DfE have also invited bids from all sub-regions for funding for 2025/6. The deadline for submission is 31 August. At this stage the bid would be for an overall budget along with a broad indication of our priorities for how we would spend the money in C&W. Half must be deployed on priority areas dictated by DfE, but the remaining 50% can be spent on local priorities provided we can demonstrate to DfE that there is evidence of strong demand and engagement with employers. The final shape of the programme will, however, depend ultimately on the demand from employers and learners during 2025/6 itself.
8. With agreement from the Joint Committee officers are working up a bid for 2025/26 that builds on the 2024/25 programme but adds some new proposals that build on lessons learnt to date. Drafting of the bid is being overseen by the Skills Bootcamp Steering Group which comprises representatives of all three Local Authorities (LA) plus the Department for Work and Pensions (DWP). Against the background of anticipated total spend in 2024/5 of £7 million a bid for £9 million is being considered for 2025/6 with the expectation that as in previous years we would be offered further funding from DfE during the year if our programme continues to grow.
9. Approval is sought for the Chief Executive of ECW to prepare and submit a 2025/6 bid to DfE, in consultation with the Chair of the Joint Committee and the sub-regional Growth Directors Board, and with agreement of the Skills Bootcamp Steering Committee.

Background

10. Skills Bootcamps is a DfE-funded programme of short training sessions focused on intermediate (A-Level or equivalent) level skills but not necessarily full qualifications. The bootcamps must be designed around the needs of employers to help recruit or train existing staff and provide individuals with the skills needed to move into work or progress in work. Each bootcamp must be designed in consultation with employers and at the end of each bootcamp

employers **must** be prepared to offer job interviews to unemployed learners or opportunities to change the nature of existing jobs for employed learners.

11. To date, approx. 35% of our bootcamp learners have been unemployed, 45% employed and 18% self-employed. Learners are guaranteed job interviews at the end of the training. Slides summarising the nature of our bootcamps and progress to date (spend and learners moving into jobs or progressing in work) are attached.
12. ECW is working closely with DWP colleagues to ensure our Jobcentres are aware of the Skills Bootcamp programme and are able to identify suitable individuals who would benefit from training through a bootcamp. DWP is also working with the bootcamp providers to ensure they are aware of the support available from Jobcentres to help remove any barriers (e.g., child-care, transport costs, clothing for work) to employment when the learner is offered a job.
13. The current ECW business plan provides for a commitment to deliver the DfE Skills Bootcamp programme and at the time of approval at the last Joint Committee meeting, it was based upon an expected grant of £2.459 million. The plan therefore requires a variation to consider the additional funding available.

Consultation and Engagement

14. The Steering Group that oversees the programme comprises the three local authorities and DWP and is supportive of accepting additional funding from DfE in this financial year and submitting a bid for 2025/26 that gives an indication of the types of bootcamps we would fund. Inevitably the final shape of the programme will depend on demand from employers and learners but we would build on the successes of the 2024/25 programme and include some new proposals that build on lessons learnt to date.
15. It is essential that the final programme comprises bootcamps that are designed in consultation with local employers who will need to guarantee job interviews at the end of each bootcamp. Funding for individual bootcamps is reviewed and approved by the Skills Bootcamp Steering Group.

Reasons for Recommendations

16. Further funding for 2024/5 would enable the Cheshire and Warrington skills bootcamp programme to continue to support at least another 808 local people into jobs and/or enable them to continue to grow their skills. It would continue to enable employers to fill vacancies and grow the skills of their workforce. We have a growing waiting list of bootcamps that are ready to start delivering if funding becomes available this financial year.

Other Options Considered

17. Not accepting the DfE offer of further funding for 2024/25 and not submitting a bid for funding in 2025/26 would result in a failure to attract between £12 and

£15 million of additional funding into Cheshire and Warrington in this and next financial year to the detriment of our residents and local employers.

Implications and Comments

Monitoring Officer/Legal

18. The current ECW business plan was approved by the Joint Committee in April and made a commitment to the DfE Skills Bootcamp Programme.
19. The Joint Committee has power to vary the business plan and the proposal to increase the level of funding set out in the plan is appropriate and the current proposals are within its terms of reference. It can also delegate decision making to relevant officer. It is recommended that this is done with a requirement for reporting back.
20. ECW will be required to ensure that it complies with relevant procurement legislation.
21. In addition, the proposals do amount to key and significant decisions as defined by the Constitutions of the Cheshire East, Cheshire West and Warrington Council's. Relevant notification of the proposed decisions is required via the respective forward plans and appropriate notices may be required for the decision to be made.

Section 151 Officer/Finance

22. Funding from DfE includes a fee to cover management costs and 100% of these and 50% of the programme costs (ie the amount anticipated to be paid to training providers) are paid "upfront" within the first quarter of the financial year.
23. Skills Bootcamp providers are only paid when they achieve key milestones. Milestone 1 (40% of funding paid to bootcamp provider), is achieved when learners have started the training and completed at least 10 guided learning hours, milestone 2 (30% of the funding paid to bootcamp provider) is achieved when the learner has completed all the training and been offered a job interview or different roles and responsibilities, milestone 3 (final 30% of funding paid to bootcamp provider) is achieved when a relevant job offer has been accepted and the learner has moved into a job or taken up different responsibilities that relate to the training.
24. Skills Bootcamp monies are held within Cheshire East Council's finance system. The are allocated out as directed by staff at ECW with necessary documentation and interest is earned on balances held. A summary of the position is provided to ECW on a monthly basis.

Policy

25. This will ensure we maintain the momentum of the Cheshire and Warrington skills bootcamp programme and support more employers to fill vacancies and

upskill/reskill their employees and support more people into jobs and progression in work

Equality, Diversity and Inclusion

26. Equality, diversity and inclusion considerations are embedded in the skills bootcamp programme.

Human Resources

27. There are no implications.

Risk Management

28. There are no implications.

Communities

29. There are no direct implications.

Public Health and All Together Better

30. There are no implications.

Climate Change

31. There are no implications.

Access to Information	
Contact Officer:	Pat Jackson, Director Skills and Education, Enterprise Cheshire and Warrington Pat.jackson@cheshireandwarrington.com
Appendices:	Appendix A - Joint Committee Background Skills Bootcamp Slides July 2024
Background Papers:	



Skills Bootcamps Programme Joint Committee July 2024

What are Skills Bootcamps

Skills Bootcamps are built around the needs of local employers' and their supply chains.

Key features of a skills bootcamp are they provide:

- flexible training programmes of up to 16 weeks with a minimum of 60 guided learning hours
- an opportunity to upskill staff and or fill job vacancies
- level 3 – 5 training for medium to high level vacancies (except construction, green skills and HGV driving which may be delivered at Level 2 or equivalent)
- Learners on the bootcamp must be aged 19 or over on 31 August 2023. They can be employed (full-time or part-time), self-employed or unemployed within the last 12

months.

- guaranteed job interviews or offer of change in responsibilities
- employers can be involved in the recruitment onto bootcamps, delivery of training and offering interviews for vacancies
- training for employees in the public, private and voluntary sectors
- 100% funded for unemployed, 10% contribution from employers with up to 249 staff and 30% contribution for larger companies
- *DfE Skills Bootcamp policy* - [link](#)

DfE's suggested subjects for skills bootcamps (these are broadly in line with Cheshire and Warrington priorities)

Category	Core Subject Areas	Suggested Possible Bootcamp Subject
1. Digital Core	Cloud	Cloud Computing, Cloud Engineering, Cloud Services
	Computer Aided Design	3D, Electrical, Diagnostics
	Cyber	Security, Intrusion Analysis, Technology, Readiness, Engineering
	Data	Analytics, Engineering, Database, Design, Science, Technology
	DevOps	DevOps
	Digital Marketing	Social Media, Design, Analytics
	Games	Design, Technology, UI, UX
	Network	Engineering, Technology, Infrastructure
	Software Development	Programming, Agile Computing, Coding
	Software Engineering	Software Engineering
	Support	Specialist, IT Solutions
	Web	Full Stack Development, Engineering, Production

Category	Core Subject Areas	Suggested Possible Bootcamp Subject
2 – Digital Bespoke	Digital Bootcamps Not Falling Within the Above Nominated Core Subject Areas	
3 – Technical Core	Advanced Manufacturing Design	Engineering
	Electronics & Electrotechnical Engineering	Construction, Marine Manufacturing, Engineering
	Welding	Civil, Engineering Construction, Marine.
		Coded, MIG, TIG
4 – Technical Bespoke	Technical Bootcamps Not Falling Within the Above Nominated Core Subject Areas	
5 - Construction	Construction Management	Site Supervision, Project Co-ordination
	Construction Trades	Bricklaying, Plumbing, Gas, Dry lining, Joinery
6 – Pathway to Accelerated Apprenticeships	Apprenticeships Paths	Any of the sector skills specified in all other categories that map to a recognised apprenticeship



DfE's suggested subjects for skills bootcamps (continued)

Category	Core Subject Areas	Suggested Possible Bootcamp Subject
7 – Green Skills	Green Power	Renewables (such as Wind, e.g. Offshore wind manufacturing and Onshore wind construction, Solar e.g. Solar roofing installation, and Hydropower), Nuclear Power, Grid Infrastructure, Energy Storage and Smart Systems Technology
	Green Construction & Buildings	Retrofit, Energy-efficiency installation, Insulation installation, Smart devices and controls, Low carbon / net zero heat networks, Heat pump installation, Hydrogen boiler installation, Electric vehicle charge point installation
	Green Transport	Electric vehicle manufacture, maintenance and recycling, Low/net zero carbon public transport including Rail, Sustainable aviation fuel manufacture
	Green Protection of Natural Resources	Nature Restoration, Woodland Management, Arboriculture, Decarbonising Agriculture, Waste Management and Recycling
	Green Business & Industry	Hydrogen Production and Industrial Use, Carbon Capture, Utilisation & Storage (CCUS) and Industrial Decarbonisation

Category	Core Subject Areas	Suggested Possible Bootcamp Subject
8. Logistics	HGV driving	A. Novice to Cat C B. Novice to Cat C and Cat C+E C. Novice to Cat C or Cat C and Cat C+E + employer specific elements D. Cat C to Cat C+E E. Additional Qualification in ADR Package and ADR Tankers F. Additional Qualification in ADR Tankers + PDP G. Back to the Wheels Refresher to existing category H. Back to the Wheels Refresher Cat C to Cat C+E
9. OTHER	To specify within policy spec	

Note - the 'other' category provides up to 50% flexibility to support bootcamps in other sectors **provided** there is evidence of strong demand **and** engagement with employers who are going to offer jobs at the end of the bootcamp



Skills Bootcamps Programme to date

2022/23 - Enterprise Cheshire and Warrington (ECW) was awarded £1,036,653 to support 264 learners, the following was achieved:

- Spent £723,868.80 (70% of budget)
- 216 learner starts - milestone 1 (82% of target)
- 161 learner course completions (milestone 2)
- 121 successful outcomes for learners (milestone 3)

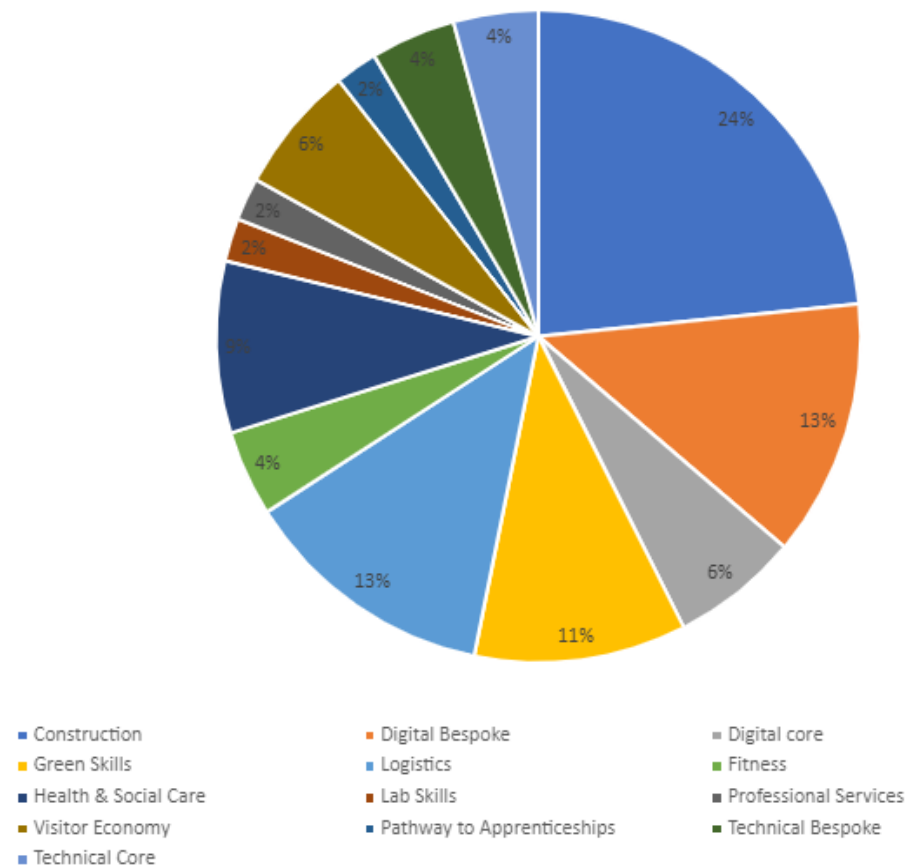
2023/24 - ECW was awarded £1,200,000 to support 355 learners, the following was achieved to date (have until end Sept 2024 to complete) :

- £870,587 has been spent (73% of target)
- 343 learner starts (milestone 1)
- 232 learner course completions (milestone 2)
- 187 successful outcomes for learners (milestone 3)

Skills Bootcamps 2024/25

- Enterprise Cheshire and Warrington (ECW) were awarded £2,459,817 for the 2024/25 financial year to support 640 learners over this 12-month period
- Demand for funding in Wave 5 exceeded ECW's expectations with applications from experienced and new providers alike.
- All this funding has been allocated, with a 20% overprogramming to account for the estimated 30% attrition rate
- Currently 47 grant awards have been made to providers across several varying sectors, where there is employer demand and high vacancy rates.

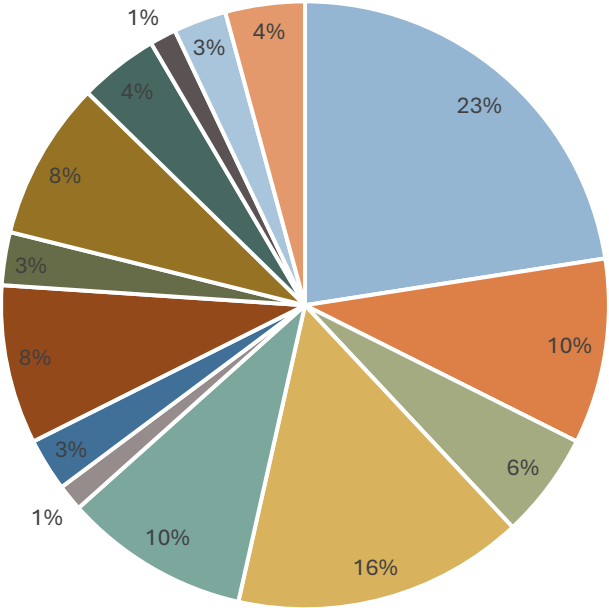
Wave 5 - Skills Bootcamps Categories (funding awarded to date)



Skills Bootcamps 2024/25 additional funding

- Due to the high demand for funding and the high volume of applications received by ECW, the programme team have put forward a proposal for DfE for additional Skills Bootcamp funding
- A further £2.8m has been requested which will support a further 808 learners and delivery of training is expected to take place from September 2024 to March 2025.

Skills Bootcamp Categories – Proposed Additional Funding for 2024/25



- Construction
- Digital Bespoke
- Digital core
- Green Skills
- Logistics
- Education
- Fitness
- Health & Social Care
- Lab Skills
- Professional Services
- Visitor Economy
- Pathway to Apprenticeships
- Technical Bespoke
- Technical Core

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