

West of England Local Enterprise Partnership  
 Board Meeting  
 Wednesday 6 October 2021, 9.30 - 11.00 am

Agenda:

	Subject	Presenting	
1.	Introduction from Chair and any apologies	Richard Bonner	
2.	<b>Minutes of the meeting of 21st June 2021</b> To approve minutes from the previous meeting.	Richard Bonner	9.30 - 9.40 10 mins
3.	<b>Declarations of Interest</b> All Board members have a responsibility to treat all proposals/projects equally and impartially and must therefore declare whether they or their organisation has either a direct or indirect interest in any of the projects to be considered by the Board.	Richard Bonner	
<b>Items for discussion</b>			
4.	<b>Appointment of Vice Chair</b> <i>Vice Chair[s] position to be ratified by board members</i>	Richard Bonner	9.40 - 9.50 10 mins
5.	<b>Cultural Compact</b> <i>To seek the LEP Board's endorsement of our approach to the West of England Cultural Plan, which will include ambitious deliverables.</i>	Sue Rigby	9.50 - 10.10 20 mins
6.	<b>Digital Innovation &amp; Transformation</b>	Stephen Bashford	10.10 - 10.30 20 mins
7.	LEP Membership	Richard Bonner	10.30 - 10.40 10 mins
<b>Items for information</b>			
8.	<b>Papers for June Committees</b> <i>Feedback to <a href="mailto:LEPChair@westofengland-ca.gov.uk">LEPChair@westofengland-ca.gov.uk</a> in advance of the meeting on 15 October.</i>		
9.	<b>AOB</b> <ul style="list-style-type: none"> <li>▪ Code of Conduct [Annexe 2]</li> <li>▪ Data Protection Policy [Annexe 3]</li> </ul>	All	10.40 - 10.50 10 mins

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## West of England LEP Board

Monday 21 June 2021, 2:30pm  
Meeting held “virtually” via Zoom

### Present:

Katharine Finn, PwC (Vice Chair)  
Christopher Grier, Airbus  
David Brown, The Bristol Port Company  
Dick Penny, Independent Consultant  
Joanne Rumley, Foot Anstey  
Margot Day, Buro Happold  
Mohammed Saddiq, Wessex Water  
Natasha Swinscoe, WEAHSN  
Neil Douglas, Viper Innovations

Richard Bonner, Arcadis  
Prof Sue Rigby, Bath Spa University  
Zoe Metcalfe, ValueSwift  
Cllr Kevin Guy, Bath & North East Somerset  
Mayor Marvin Rees, Bristol City Council  
Cllr Don Davies, North Somerset Council  
Mayor Dan Norris, West of England Combined Authority

### Officers in Attendance:

Patricia Greer, West of England Combined Authority  
Jess Lee, West of England Combined Authority  
Stephen Bashford, West of England Combined Authority  
Malcolm Coe, West of England Combined Authority  
Will Godfrey, Bath & North East Somerset

Mike Jackson, Bristol City Council  
Jo Walker, North Somerset Council  
Dave Perry, South Gloucestershire Council  
James Cooke, South Gloucestershire Council  
Menna Davies, West of England Combined Authority  
Melissa Houston, West of England Combined Authority

### Also Present:

Pete Davis, West of England Combined Authority  
[item 7 only]

### Apologies:

Prof Steve West, West of England LEP (Chair)

Cllr Toby Savage, South Gloucestershire Council

## Minutes

1.	<p><b>Welcome and apologies</b></p> <p>In the absence of Steve West, Katharine Finn chaired today’s LEP Board meeting welcoming everyone, especially Dan Norris the new West of England Mayor and Cllr Kevin Guy the new Leader of B&amp;NES.</p> <p>Katharine also congratulated Mayor Marvin Rees on his re-election and informed members that since the last meeting, Heather Cooper has stepped down from the LEP Board after recently leaving Hargreaves Lansdown. Thanks for Heather’s time, expertise and active participation were noted.</p>
2.	<p><b>Minutes of the meeting of 9<sup>th</sup> March 2021</b></p> <p>The minutes of the meeting held on the 9<sup>th</sup> March 2021 were agreed as a correct record.</p>
3.	<p><b>Declaration of Interest</b></p> <p>The Chair reminded Board members that they had a responsibility to treat all proposals/projects equally and impartially and must therefore declare whether they or their organisation had either a direct or indirect interest in any of the projects to be considered by the Board.</p>

	There were no declarations of interest.
<b>Items for discussion</b>	
4.	<p><b>LEP Chair</b></p> <p>Professor Steve West’s term as Chair of the West of England LEP is concluding after four years.</p> <p>The process to appoint a new Chair for the West of England LEP is set out in the LEP Board Terms of Reference and Local Growth Assurance Framework and this guidance states that the LEP Board Chair must come from the private sector and be nominated by business members.</p> <p>LEP Board Business members were contacted and invited to submit expressions of interest for the role of Chair.</p> <p>The nominations process was overseen through a business nominations committee (a sub-committee of the LEP Board). The business nominations committee met on Friday 11th June. This was attended by the current Chair Steve West, Katharine Finn as Vice Chair, and Business Board member Neil Douglas where they recommended that Richard Bonner is nominated as the new chair.</p> <p><b>AGREED: LEP Board members voted and formally approved Richard Bonner as the new Chair of the West of England Local Enterprise Partnership for a term of three years, starting on the 1st July 2021.</b></p> <p>Richard took the opportunity to thank the business board members for their support and to Steve West for his work over the last 4 years. There is a lot to do going forward and Richard is keen to work with everybody on the LEP Board and wider to deliver our ambitions for the region.</p> <p>To note: A process to elect a Vice Chair/Chairs will commence in Autumn 2021.</p>
5.	<p><b>Supporting Recovery in the Cultural Sector</b></p> <p>West of England Cultural Compact was established in April 2021 as a collaborative vehicle and mechanism to steer, join up, facilitate and support strategic activity for the creative and cultural sector.</p> <p>This builds on work led by a regional Cultural Strategy Engagement Group - chaired by Dick Penny.</p> <p>Katharine Finn invited Prof Sue Rigby to provide a short overview of the West of England Cultural Compact and to lead a discussion on the potential role and impact of the West of England Cultural Compact in helping to achieve regional recovery and inclusive growth.</p> <p>Within the update the importance of moving from strategy to a strategic plan was emphasised along with how culture is both a driver for economic growth, as well as an enabler to help communities grow - people like to live in places that have a rich and diverse culture, where there’s a feeling of community.</p> <p>A Cultural Compact co-ordinator post has been developed to ensure momentum is maintained and tangible progress is made. Several sprints are underway to guide the Cultural Compact’s initial work of influencing, auditing, evaluating and doing, at pace - outputs from this work will inform the ongoing development of the regional cultural strategy.</p> <p>Observations from the LEP Board included:</p> <ul style="list-style-type: none"> <li>▪ the need to align cultural activities to WECA/LEP initiatives,</li> <li>▪ to understand the relationship between culture and business - How could culture be used to maintain moral as we move back to the office?</li> <li>▪ how post covid recovery is about people remembering how to do things together</li> </ul>

	<ul style="list-style-type: none"> <li>▪ use the talent available to help our narrative - storytelling for the region</li> </ul> <p>Culture as a sector needs to be more inclusive and recognise the barriers.</p> <p>Overall LEP Board members were very supportive of the work so far and a number of members offered to speak with Sue offline to explore further opportunities.</p>
6.	<p><b>Jobs &amp; Skills</b></p> <p>Mayor Dan Norris updated LEP Board members on his ambition for the upcoming Job &amp; Skills Summit in early July where the focus will be:</p> <ul style="list-style-type: none"> <li>▪ meeting people across the region who are struggling with access to employment and the skills they need for future jobs</li> <li>▪ encouraging big employers to participate in the apprenticeship levy transfer and encouraging SMEs to consider taking on an apprentice through that scheme</li> <li>▪ understanding the specific challenges facing sectors as we reopen, in particular hospitality, health and creative</li> <li>▪ understanding the experience of users of programmes to ensure the programmes we put in place in future are easy to access and respond to the needs of users.</li> <li>▪ Showcase opportunities across the region and to highlight sectors where there will be huge growth potential and job opportunities including green digital and creative industries</li> </ul> <p>Chris Grier and Joanne Rumley, the Chair and Vice Chair of the Skills Advisory Panel both agreed that any additional avenues to gather information/data is welcomed and an opportunity to not just share expertise but also discover what residents are thinking is beneficial.</p> <p>Questions around promotion and signposting of the event to ensure success and reaching those underrepresented were noted and will be incorporated into the communications plan.</p>
7.	<p><b>Local Growth Fund and Getting Building Fund</b></p> <p>Pete Davies, Head of Grant Management and Assurance took the LEP Board members through the delivery programme, providing a review that included risks and covid-19 impact.</p> <p>As previously reported all funds were required to be spent by March 2021. To help manage this hard LGF end date, structured overprogramming has been employed for some time. It was always recognised that this overprogramming would translate into an actual funding requirement in 2020/21 if all schemes delivered as planned, or in 2021/22 otherwise.</p> <p>Members were pleased to see the progress. A post project evaluation to help understand the longer-term impacts was requested along with exploring ways to showcase projects to demonstrate that the West of England can deliver.</p>
<b>Items for information only</b>	
8.	<p><b>Growth Hub Annual Report Summary</b></p> <p>LEP Board members were provided with a summary of the Growth Hub Annual Report.</p> <p>Over the last twelve months the Growth Hub has significantly enhanced its delivery in response to the impact of Covid-19 - delivering over 11,000 new business interventions since March 2020, a record level for the region.</p>
9.	<p><b>Papers for June Committees</b></p>

	<p>Steve West will be attending the WECA Committee and Joint Committee on the 25<sup>th</sup> June. Business members were asked to provide any feedback to Steve by <b>Wednesday 23 June</b>.</p>
10.	<p><b>AOB</b></p> <ul style="list-style-type: none"><li>▪ Dick Penny thanked the Combined Authority team for developing the Recovery Fund for the cultural and creative sector, understanding the sectors complexity and extending support that includes the freelance community.</li></ul> <p>Richard Bonner requested a brief update on:</p> <ol style="list-style-type: none"><li>1. <i>Levelling up fund</i> - Separate bids were made by the Unitary Authorities. An application around Station accessibility was submitted by the West of England Combined Authority.</li><li>2. <i>Unlocking funds for Temple Quarter</i> - A decision will be made in the Spending Review.</li></ol>

**West of England Local Enterprise Partnership  
Board meeting – 06.10.21**

**Appointment of Vice Chair of West of England Local Enterprise Partnership**

**Purpose of the report**

1. To elect a new Vice Chair[s] for the West of England Local Enterprise Partnership.

**Recommendation**

To note the process for appointing a new LEP Vice Chair[s] and to discuss and formally approve the recommendations of the Business Nominations Committee.

**Background**

2. The process to appoint a new Vice Chair for the West of England LEP is set out in the LEP Board Terms of Reference and Local Growth Assurance Framework.
3. This paper sets out the process undertaken and the recommendation of the Business Nominations Committee.
4. At the meeting on 6<sup>th</sup> October 2021 All LEP Board Members will be given the opportunity to comment on the recommendations of the business nominations committee before there is a vote.

**Process**

5. LEP Board Business members were contacted on 27th August 2021 and invited to submit expressions of interest for the role of Vice Chair no later than Friday 3rd September 2021.
6. Expressions of interest were received from Professor Sue Rigby, Vice Chancellor, Bath Spa University and Katharine Finn, Assurance Partner, PWC.
7. The business nominations committee met on Monday 27th September 2021. This was attended by the current Chair Richard Bonner and business board members Neil Douglas, Zoe Metcalfe and Joanne Rumley. The formal minute of this meeting is attached to this report.
8. As set out in the minute of the meeting, the Business Nominations Committee recommended that both Sue Rigby and Katharine Finn are appointed Vice Chairs of the West of England Local Enterprise Partnership, commencing 6 October 2021 for the following terms:

- Katharine Finn for a term of 12 months
- Sue Rigby for a term of three years

**Decision:**

The LEP Board are asked to formally approve the recommendation of the Business Nominations Committee and to confirm that both Sue Rigby and Katharine Finn will take up the position of Vice Chair of the West of England Local Enterprise Partnership for the following terms:

Katharine Finn for a term of 12 months

Sue Rigby for a term of three years

**AUTHOR:** Lynda Bird, Head of Performance, Planning & Projects

**LEP Business Nominations Committee meeting  
Appointment of Chair and Vice Chair of West of England LEP  
Minute of Meeting: Monday 27 September 2021**

ANNEXE 1

Business Nominations Committee Members present:

Richard Bonner (Chair)  
Neil Douglas (Business Board Member)  
Zoe Metcalfe (Business Board Member)  
Joanne Rumley (Business Board Member)

In attendance:

Patricia Greer (Chief Executive)  
Lynda Bird (Lead Officer)

### **Background**

1. The Business Nominations Committee (BNC) is a sub-board of the Local Enterprise Partnership (LEP). Membership is formed of the current Chair and at least two business board members (who have not expressed an interest in the role of Vice Chair).
2. The West of England Local Growth Assurance Framework states the following:  
*The LEP Chair in consultation with the Business Nominations Committee (which is the only sub-Board of the LEP Board) is responsible for nominating business members including the vice chair, and the Higher Education representative, for approval by the LEP Board.*
3. LEP Board Business members were contacted on 27th August 2021 and invited to submit expressions of interest for the role of Vice Chair, no later than Friday 3<sup>rd</sup> September 2021.
4. Expressions of interest were received from Professor Sue Rigby, Vice Chancellor, Bath Spa University and Katharine Finn, Assurance Partner, PWC. These were discussed informally with LEP Business Board Members on Monday 6<sup>th</sup> September. Board Members were supportive of both applications and discussed the opportunity to appoint two Vice Chairs.

### **Discussion**

5. The Business Nominations Committee welcomed both applications. They noted the following:
  - a. Katharine Finn had proposed a renewal of her Vice Chair position for a period of 12 months, to offer a point of continuity to support the new Chair
  - b. Sue Rigby is the current Higher Education representative for the LEP Board and the Committee were keen to retain the strong links with this sector

### **Recommendation**

The recommendation of the Business Nominations Committee is as follows:

- To nominate Sue Rigby and Katharine Finn as the Vice Chairs of the West of England Local Enterprise Partnership, commencing from 6<sup>th</sup> October 2021, for the following terms:
  - Katharine Finn to be appointed for a term of 12 months
  - Sue Rigby to be appointed for a term of three years

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**West of England Local Enterprise Partnership  
Board meeting – 6 October 2021**

**West of England Cultural Compact**

**Purpose of the report**

1. To set out the West of England Cultural Compact's approach to its (Cultural) Strategic Plan.

**Recommendation**

2. The LEP Board is asked to endorse the approach to the West of England (Cultural) Strategic Plan ("Cultural Plan"), which will include ambitious deliverables.

**Background**

3. The West of England Recovery Plan (September 2020) committed to a review of the draft Cultural Strategy, developed through 2019/20, to ensure every opportunity is taken to enable culture to thrive. The Cultural Compact was to be established as the vehicle through which to support the implementation of the West of England's recovery plans.
4. At the June LEP Board, members discussed the importance of transitioning from cultural strategy to a strategic plan. This work has been informed by a series of consultations and document reviews on place-based cultural plans, alongside our collective real time understanding of priorities and impact through the design and implementation of the region's (£2m) Cultural and Creative Recovery Fund interventions. In addition, the Cultural Compact's initial cross-sector sprints, themed around culture and placemaking, culture and social prescribing, culture and spatial planning, culture and tourism and the direct support of cultural and creative workers, have identified clear needs as well as opportunities.
5. The Cultural Plan will be structured to reflect regional ambition whilst recognising the importance of local delivery and impact. Areas of focus concern talent development, the freelance economy and start-ups, placemaking and wellbeing; with diversity, environmental sustainability and digital technology and innovation as cross-cutting themes.
6. Six strategic themes for the Cultural Plan, underpinned by investment approaches, are around:- building on the 'pollinator' ecology (nurturing, encouraging and connecting the key features of the region's cultural and creative ecology); using a strengths-based approach; reflective practice and co-production shaping how stakeholders work together; a whole ecology perspective; data informed; financial resilience of the sector.
7. The Cultural Plan will highlight the commencement of activities for the *short-term (12mths)* - building on Covid Recovery measures, prioritising freelancers, young people and wellbeing audiences; *medium-term (1-5yrs)* – additional emphasis on start-ups/ creative enterprise,

8. placemaking initiatives, communications and branding of the region, environmental initiatives; and *long-term (5+yrs)* – financial resilience initiatives.
9. The Cultural Compact will engage with a targeted and select number of individuals and communities from across sector, from across the region, prior to finalising the Cultural Plan. Some of those stakeholders are collaborators in the sprints (identified at item 4 above).
10. The high-level timeline sees the Cultural Compact sign off on both a detailed report and executive summary for the Cultural Plan at its meeting of 8 November, with a fully designed executive summary providing the basis for a communication tool from December onwards.
11. The Cultural Compact is looking to align with plans to double the Recovery Fund to ensure there is sufficient resource in place to kick start the implementation of the Cultural Plan.
12. The purpose of the West of England Cultural Compact is to focus and amplify the role of culture in the region, as a driver for economic success, placemaking, community cohesion and personal wellbeing. As well as developing a strategy and strategic plan that focuses funding and resource where it can have the greatest impact, the Cultural Compact is:
  - Working to understand and support the cultural ecosystem of the West of England.
  - Promoting policies and practice that regard culture as central to the purpose of local and regional government, business and community groups.
  - Influencing and attracting funding for cultural activities in the region.
  - Ensuring that the value of culture is promoted, and that the value of investment in culture is evaluated and publicised.
13. The Cultural Compact and strategy work is jointly funded by Arts Council England (ACE). Let's Create (2020-2030) Outcomes and Investment Principles (ambition & quality, dynamism, environmental responsibility, inclusivity & relevance) in part guides this work.
14. The ACE Delivery Plan (2021-2024), published on 16 September, sets out a detailed road map for implementing their strategy, with a focus on supporting cultural sector recovery from the pandemic and delivering against their stated Outcomes and (above-mentioned) Investment Principles. Fifty-four priority places are identified (including North Somerset). The Delivery Plan will be resourced through five main investment programmes for 2021/22 totalling over £500m, including a new Creative People and Places budget (£23m).
15. The national network of (ACE supported) Cultural Compacts is gathering momentum, intelligence and insights, facilitated both through ACE and the M10 Creative and Cultural community.
16. The West of England Cultural Compact and Cultural Plan will be formally launched in the autumn, as indicated in the West of England Business Plan (2020/21), by Metro Mayor Dan Norris and Dr Darren Henley, OBE, Chief Executive, Arts Council England.

**Author:** Rebecca di Corpo, West of England Cultural Compact Co-ordinator

# Digital Innovation & Transformation

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LEP Board Briefing



Agenda Item 6

# What is Digital Transformation?

WofE Digital Taskforce paper\* defines as:

*“...the integration of digital technology into all areas of an organisation or place, fundamentally changing how it operates.*

*It has been identified as a key contributor to increased productivity, crisis recovery, new solutions for tackling the climate emergency and resilience building.”*

\* Precursor to WofE Recovery Plan

# Alignment of Strategic Interests

**Government** ➔ UK gigabit-capable ASAP plus majority 5G coverage by 2027

**Metro Mayor** ➔ rapid broadband rollout to improve connectivity & inclusion

**B&NES, BCC, NSC, SGC Strategies** ➔ shared goal to improve digital connectivity

**WofE Recovery Plan** ➔ digital infrastructure, skills & inclusion, business transformation

**LIS** ➔ create a ‘Smart Alliance’ to deliver infrastructure needed for future prosperity

**WELEP & WECA** ➔ significant 2-y investment to accelerate digital transformation

**Do you want to exploit this opportunity?**

# Programme Overview

## Aim & Objectives

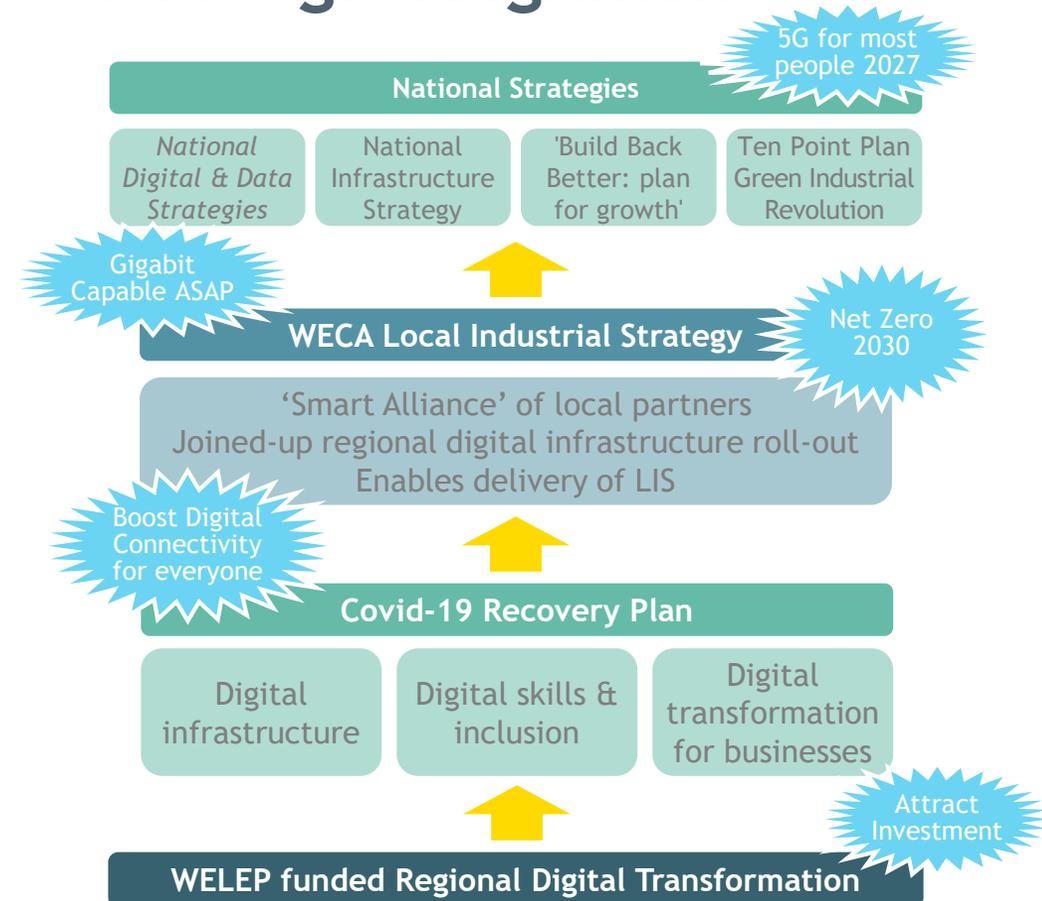
In 2 years deliver a digital transformation framework that will accelerate regional digitisation as set out in Recovery Plan and LIS

Main objectives:

- Reboot Smart Alliance
- Develop West of England Digital Transformation Strategy
- Activate regional Digital Transformation Programme

LEP-funded Programme Manager in post to deliver

## Strategic Alignment



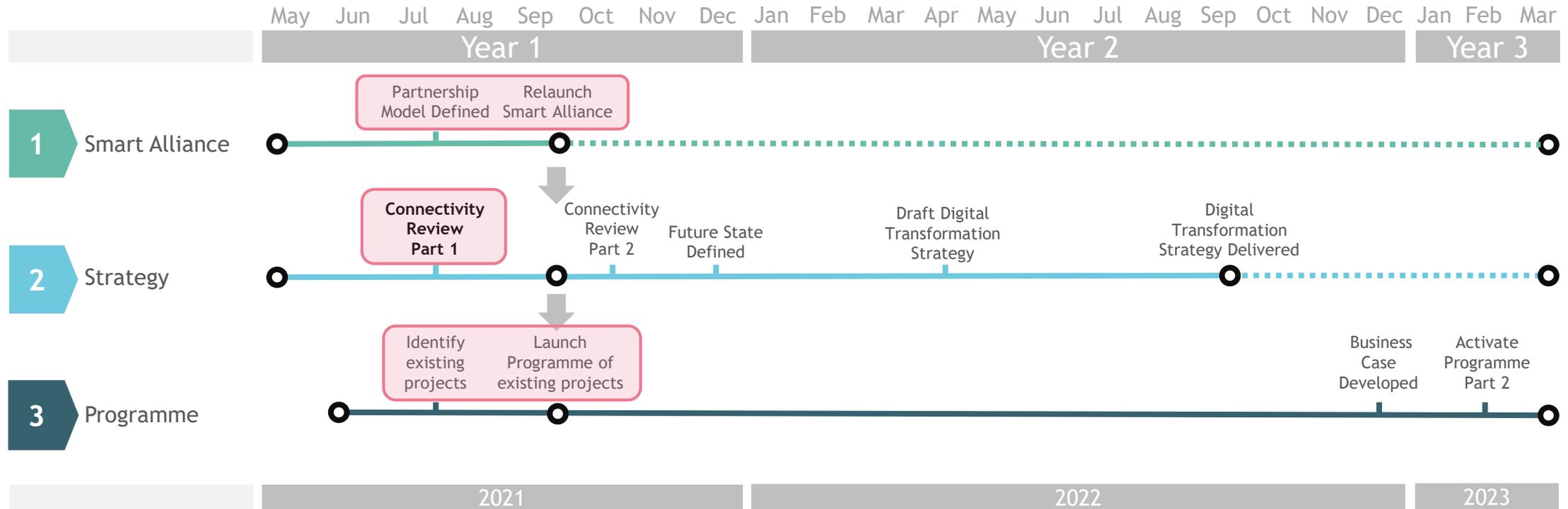
# Development & Delivery

Delivery in 3 distinct phases. Each phase overlaps to facilitate an iterative, collaborative approach:

- 1 Phase 1: Reboot the West of England Smart Alliance**  
Design and implement Smart Alliance reboot to cement its role as strategic driver of inclusive digital innovation and transformation as per LIS
- 2 Phase 2: Deliver a West of England Digital Transformation Strategy**  
Articulate region's ambition and actions required to accelerate digital transformation and innovation that leaves no one behind
- 3 Phase 3: Activate regional Digital Transformation Programme**  
Portfolio of projects that will deliver the strategy and pathways to impact in priority areas

# Outline timeline & milestones plan

- Indicative timescales**
- Phase 1 Smart Alliance: 0-6 months duration
  - Phase 2 Strategy: 12-18 months with **early delivery of connectivity baseline**
  - Phase 3: 18-22 months with short-term quick win

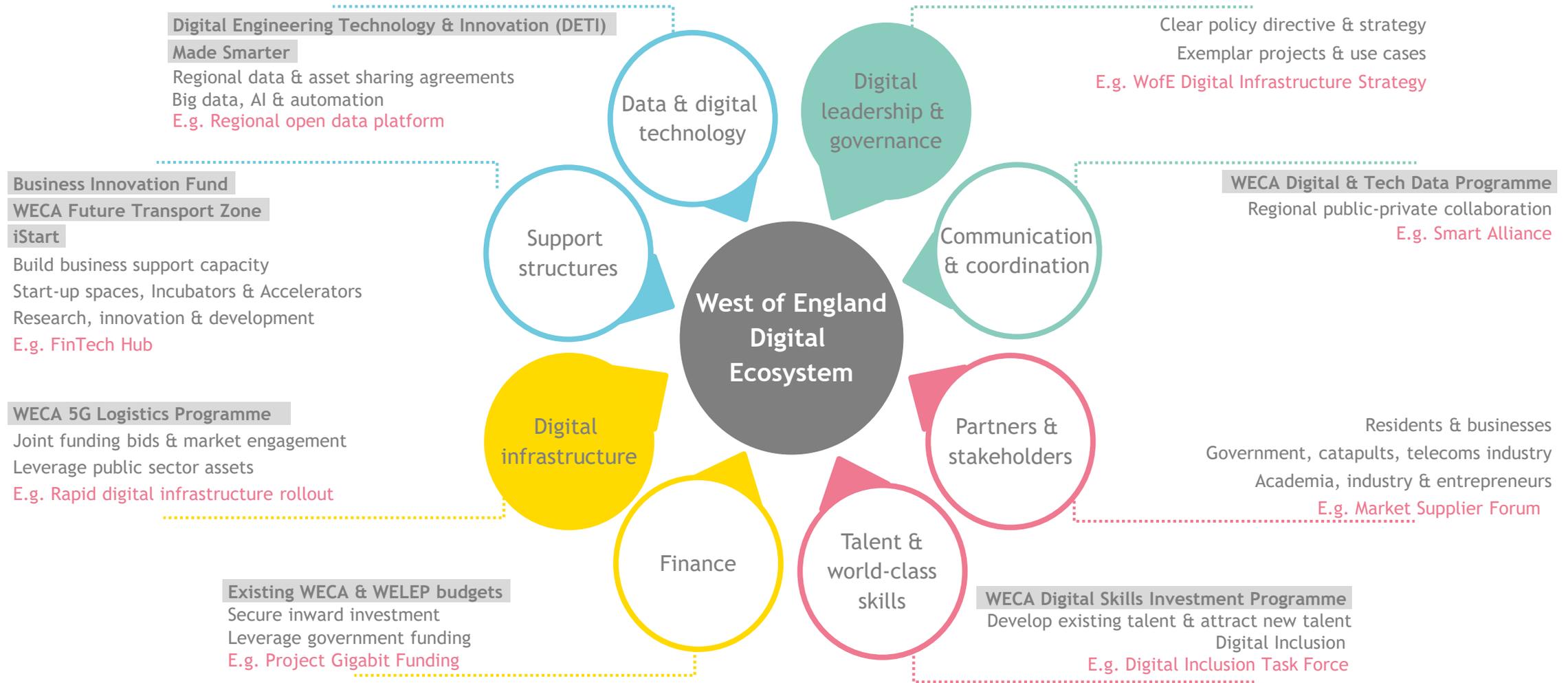


# Current Activity

## Priority tasks

- Engagement and onboarding ► Reboot Smart Alliance
- Digital Connectivity Review ► Review of recommendations / options assessment
- Baseline current digital ‘as is’ ► Collate evidence base and current/planned initiatives
- Develop Digital Inclusion ‘wrapper’ ► Show how existing initiatives address issue
- Coordination around emerging funding opportunities ► DCMS DCIA Regional Pilot
- Stakeholder engagement ► Identify advisors & good practice to support Smart Alliance
- Identify existing initiatives & external engagement ► Interim Digital Inclusion comms

# Potential Pathways to impact



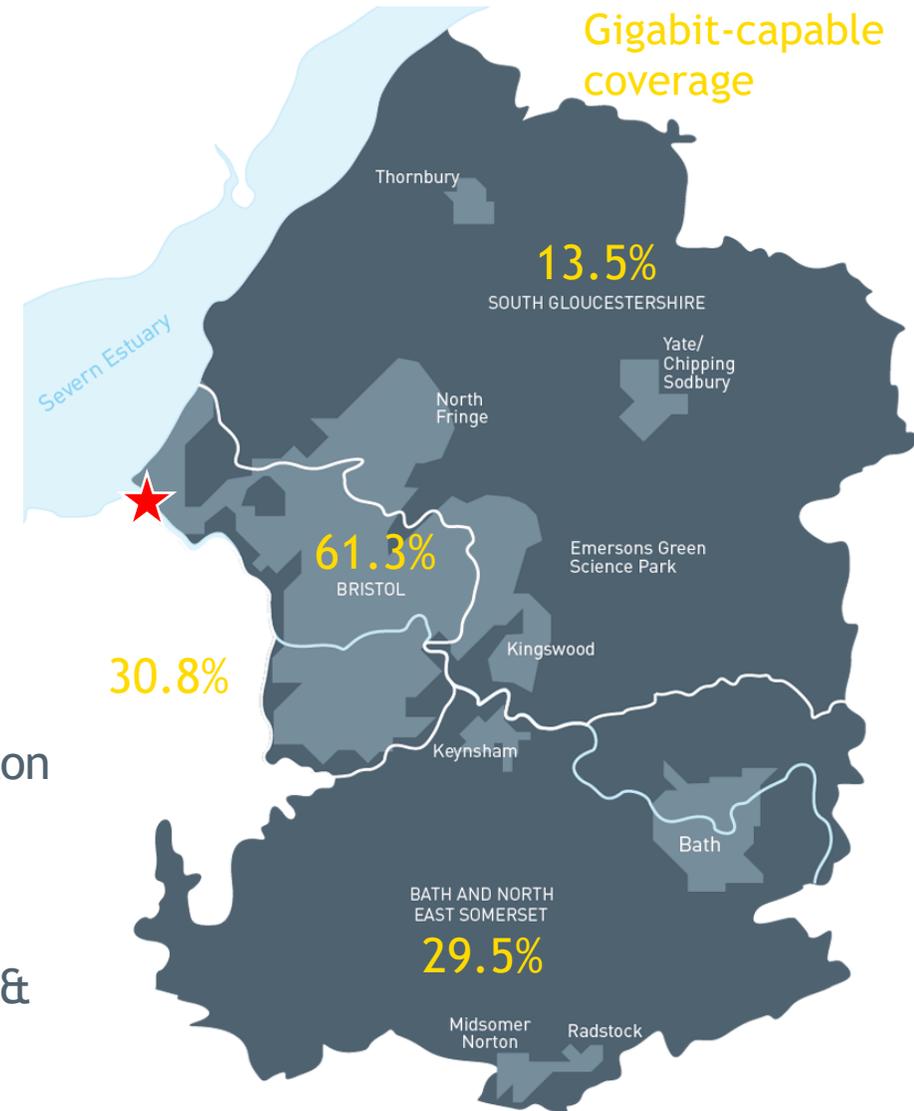
# Digital Connectivity Review

## Fixed Broadband

- ~3.5k premises without a 'decent connection' & struggling with <10Mbps, including Bristol Port area
- ~18.5k premises don't have access to superfast (<30Mbps)
- Gigabit-capable coverage just behind UK (38.7% vs 42%), but rural areas being left behind
- Full-fibre & gigabit-capable broadband becoming global standard

## Mobile Broadband

- 4G & 5G coverage on a par with rest of UK
- Early 5G roll-out in Bristol (46-49% coverage), some in Bath & Weston
- Industry adopting 'demand-led' strategy so market failure likely (similar to gigabit coverage), plus 5G needs full-fibre for backhaul
- 5G innovation, but other regions accelerating sector development & practical exploitation



# Why we need to do this now

## Sustainable, inclusive recovery

- Priorities changed during Covid crisis & **everyone reliant on digital connectivity**
- Poor connectivity is **affecting access** to work, education, services, democracy
- Globally recognised tech cluster, yet **region missing out** on inward investment, trade, opportunities
- Digital a **significant attractor**, especially to businesses looking to relocate
- Digital tech could **deliver nearly 1/3 of carbon emissions** required by 2030

## Leverage opportunity & investment

- **£5bn DCMS Project Gigabit** on national mission to level up & **lift UK out of the digital slow lane**
- DCMS-run procurement competition to deliver **85% gigabit-capable UK coverage by 2025**
- **Suppliers investing to deploy infrastructure** and maximise access to DCMS funding
- Higher demand, barrier busting, new operators, suppliers & tax incentives creating **dynamic delivery market & rapid deployment**
- **Gigabit will become digital norm** as UK regions & other countries drive full-fibre roll-out

# Current path - Participate in market

## Business as Usual



- Each Council proceeds as per DCMS Project Gigabit procurement
- South Gloucestershire (Phase 2) with Swindon & Wiltshire procurement - procurement starts ~Aug 22, fibre roll-out starts ~Aug 23
- North Somerset & BANES (Phase 3) part of CDS scheme. No dates yet for this phase
- Bristol not included in Project Gigabit
- Multiple, smaller council-led procurements (DCMS Type A/B) more difficult to manage across boundaries and intervention areas
- May result in reduced 5G coverage compared to other regions
- *Risk of staying in digital slow lane*

# Ambitious Approach - Drive the market

## 95% by 2026

- Regional target to reach 95% full-fibre coverage across region & maximise 5G potential
- Deliver +10% coverage (extra 53.5k premises) by 2025 with greater focus on digitally excluded
- Achieve via larger regional DCMS Type C procurement & £124m from Government & Telcos (£80m) plus local WECA & partners (£44m)
- Embed good practice & new delivery mechanisms to deliver +£129m final 5% coverage scheme & universal coverage by 2028
- *Chance of delivering universal coverage*

# Next Steps

## Fast track - implement before end of 2021

- Engage DMCS to negotiate an Open Market
- Full assessment of Type A, B and C procurement options
- Develop Investment Model
- Stand-up Market Supplier Forum & Digital Programme Office
- Develop focused WofE Digital Infrastructure Strategy & Action Plan

# Digital Connectivity across the West of England

What's our level of ambition?

Option 1 or  
Option 2?

Wait for the  
market or shape  
the market?



## **Code of Conduct for Local Enterprise Partnership (LEP) Board Members**

1. This code of conduct applies in addition to the standard WECA code of conduct, and all provisions of the WECA code of conduct also apply to LEP Board Members.
2. You are a Board Member of the West of England Local Enterprise Partnership and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership in your conduct at all times.
3. Accordingly, when acting in your capacity as a Board Member of the West of England Local Enterprise Partnership:
  - You must act in a manner consistent with your LEP’s equality and diversity strategy and treat your fellow Board Members, members of staff and others you come into contact with when working in their role with respect and courtesy at all times.
  - You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
  - You must not place yourself under a financial or other obligation to outside individuals or organisations that might be reasonably regarded to influence you in the performance of your official duties.
4. When carrying out your LEP duties you must make all choices, such as making appointments, awarding contracts or recommending individuals for rewards or benefits, based on evidence.
  - You are accountable for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your position. You must be as open as possible about both your decisions and actions and the decisions and actions of the LEP. In addition, you should be prepared to give reasons for those decisions and actions.
  - You must declare any private interests, both pecuniary and non-pecuniary, including membership of any Trade Union, political party or local authority that relates to your LEP duties. Furthermore, you must take steps to resolve any conflicts arising in a way that protects the public interest. This includes registering and declaring interests in a manner conforming with the procedures set out in the section ‘Registering and declaring pecuniary and non-pecuniary interests’.
  - You must, when using or authorising the use by others of the resources of your LEP, ensure that such resources are not used improperly for political or personal purposes (including party political purposes).
  - You must promote and support high standards of conduct when serving in your LEP post, in particular as characterised by the above requirements, by leadership and example.
5. The LEP does not pay expenses to Board members for attendance at routine, scheduled meetings, but expenses will be paid in exceptional circumstances where agreed in advance with the LEP Chief Executive that they shall represent the LEP on official LEP business. The LEP Chief Executive reserves the right to escalate any concerns to the LEP Board if necessary.
6. **Registering and declaring pecuniary and non-pecuniary interests**
  - You must, within 28 days of taking office as a Board Member or co-opted, notify your LEP Chief Executive and Accountable Body’s S151/S73 Officer of any disclosable pecuniary interest<sup>1</sup>, where the pecuniary interest is yours, your spouse’s or civil

partner's, or is the pecuniary interest of somebody with whom you are living with as a spouse, or as if you were civil partners.

- In addition, you must, within 28 days of taking office, notify your LEP Chief Executive and Accountable Body's S151/ S73 Officer of any non-pecuniary interest<sup>1</sup> which your LEP has decided should be included in the register or which you consider should be included if you are to fulfil your duty to act in conformity with the Seven Principles of Public Life. These non-pecuniary interests will necessarily include your membership of any Trade Union.
- Board members should review their individual register of interest before each board meeting and decision making committee meeting. If an interest has not been entered onto the LEP's register, then the member must disclose the interest at any meeting of the LEP at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'<sup>1</sup>.
- Following any disclosure of an interest not on the LEP register or the subject of pending notification, you must notify the LEP Chief Executive and S151/S73 Officer of the interest within 28 days beginning with the date of disclosure.
- Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest. Additionally, you must observe the restrictions your LEP places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your LEP.

<sup>1</sup> For the purposes of this guidance, we are using the definition of a pecuniary interest as set out in the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

<sup>2</sup> A Non-Pecuniary interest is any interest which is not listed in the Schedule to The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (No. 1464).

<sup>3</sup> A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

**Signed:**

**Date:**

## **WECA data protection policy**

This is a statement of the Data Protection Policy adopted by West of England Combined Authority to cover its obligations under the Data Protection Act 2018 ('the DPA').

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The Data Protection Act 2018 regulates the processing of information relating to individuals, this includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems and card indexes.

West of England Combined Authority need to collect and use certain types of information about people with whom it deals in order to in order to carry out its everyday business and fulfil its constitutional functions and objectives. These include current past and prospective staff and officers, members of local authorities, suppliers, clients, customers and others with whom it communicates and may also hold information on other persons it deals with in the conduct of its activities, In addition, it may occasionally be required by law to collect and use certain types of information of this kind. This personal information whether in print on computer or recorded on other material must be collected, held and used in accordance with the Data Protection Act principles.

### **Summary of Principles**

Data users must comply with the Data Protection principles of good practice which underpin the Act these state that personal data shall:

- processed lawfully, fairly and in a transparent manner in relation to the data subject
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy')
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- processed in a manner that ensures appropriate security of the personal data

West of England Combined Authority regards the lawful and correct treatment of personal information as very important to its successful operations, as it maintains confidence between those with whom it deals. To this end, West of England Combined Authority will:

1. Hold the minimum personal information necessary to enable it to perform its business
2. Comply with both the law and good practice in the handling of personal data
3. Treat all information about individuals, with respect and with regard to personal privacy
4. Be open with individuals about how their personal data is collected, used and stored.
5. Provide appropriate training and guidance to staff on the obligations under the Act
6. Interpret the Act, and associated regulations, with regard to the advice of the ICO and relevant directives of the European Commission. In all cases West of England Combined Authority will have regard to the interests of the individual subject of the personal data and their rights (as set out on the West of England Combined Authority's Privacy Statement).
7. Apply the data protection principles as the foundation for information management in the organisation.
8. West of England Combined Authority will only process personal information for those purposes it has specified beforehand to the individual or by notification to the ICO.

### **Data Security**

All staff are responsible for ensuring that:

- Any personal data they hold, whether in electronic or paper format, is kept securely.
- Personal information is not disclosed deliberately or accidentally either orally or in writing to any unauthorised third party.
- West of England Combined Authority and all staff who process, or use personal data must ensure that they abide by these principles at all times in the processing and use of personal data.

### **Data Controller registration**

Details of West of England Combined Authority's notification under Registration Number **ZA277034** can be viewed at [Information Commissioners - Data protection public register](#)

### **Making a request for your own personal data**

If you wish to request information which is held by West of England Combined Authority and which relates to yourself, please complete our [Subject Access Request form](#) and email it to [info@westofengland-ca.gov.uk](mailto:info@westofengland-ca.gov.uk)

Or write to

**Democratic Services  
West of England Combined Authority  
3 Rivergate  
Temple Quay  
Bristol  
BS1 6EW**

Information about the request process can be found here: [Data protection and subject access request process](#)

West of England Combined Authority aims to comply with request for access to personal information as quickly as possible, but West of England Combined Authority must comply with a subject access request within thirty days of receipt or the request, or if later, within one month days of the receipt of the identity information required, the completed subject access request form and the relevant fee.

West of England Combined Authority does not need to comply with a request where it has received an identical or similar request from the same individual unless a reasonable interval has elapsed between compliance with the original request and the current request.

### **Further Information**

Further information about your rights under the Data Protection Act 2018 is available from the website of the Information Commissioner's Office <http://ico.org.uk/>

### **Privacy Policy relating to personal Information collected on-line**

West of England Combined Authority is committed to protecting your privacy online.

West of England Combined Authority's Privacy Policy sets out how we treat your personal information, allowing you to make informed choices about the personal information that you provide to us.

To access our Privacy Policy please follow this link [Privacy Notice - West of England Combined Authority](#)

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