**Cheshire and Warrington Local Enterprise Partnership Board Meeting**

**Wednesday 13th September 2023 4.30pm-6.30pm**

**The Joinery, Cedar House, Chester Zoo, Upton by Chester, CH2 1LH (Caughall Road)**

**A G E N D A**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item** | | **Lead** | **Timings** |
| **PART A - Open Meeting -** Items during the consideration of which the meeting is expected to be open to members of the public (including the press) | | | |
| 1 | Apologies, Welcome and introductions | Clare Hayward, Chair | 4.30pm |
| 2 | Conflicts of interest |
| 3 | Public Presentation | Clare Hayward, Chair | 4.40pm  (10 mins) |
| 4 | Reflections of Science Symposium | Clare Hayward / John Adlen | 4.50pm  (15 mins) |
| 5 | Minutes of the Board meeting held on 26th July 2023, agreed actions and matters arising. | Clare Hayward, Chair | 5.05pm  (5 mins) |
| 6 | Chief Executive’s Report including update on LEP Transition, LEP Economic Conference | Philip Cox | 5.10pm  (25 mins) |
| 7 | LEP Transition – Directors’ Responsibilities | Ian Brooks | 5.35pm  (15 mins) |
| 8 | Approval of Group Annual Accounts for 2022-23  To include:   1. Review of Group Annual Accounts and delegated approval for signing 2. Confirmation to sign Letter of Representation 3. Confirmation of Directors’ Solvency Statement supported by 4. forecast out turn for 23-24 and 5. financial outlook of 2024-25 6. Review of Auditors Letter and management responses 7. Review of Annual Report of F&A committee | Nichola Newton / Ian Brooks | 5.50pm  (25 mins) |
| 9 | Approval of Terms of Reference for Finance and Performance Committee | Clare Hayward / Nichola Newton | 6.15pm  (10 mins) |
| 10 | AOB | All | 6.25pm  (5 mins) |
| **PART B – Closed Meeting –** Items during the consideration of which the meeting is expected to be closed to members of the public (including the press) | | | |
|  |  |  |  |
|  |  |  |  |

FORWARD LOOK

|  |  |  |
| --- | --- | --- |
|  | Meeting Type | Possible Agenda Items |
| Sept | Strategy | Approval of Annual Accounts 2022-23 |
| Oct | Briefing | Tie into AGM? Invite Donna Ridgway Land Registry |
| Nov | Formal / Governance | Invite Donna Ridgway Land Registry |
| Dec | Strategy | Place Marketing, Tourism Offer |
| Jan | Briefing |  |
| Feb | Formal / Governance | Resolutions relating LEP Transfer |
| Mar | Strategy | Draft Delivery Plan, Draft Budget. |

**Events**

