**Business Leadership Group – Minutes**

**Tuesday 17 March 2015**

**Present**

Nick Ames (NA) (Chair) - Supacat

Amanda Ratsey (AR) - Plymouth City Council

Ben Rhodes (BR) - Business Forum

Ben Neild (BN) in place of Sean Fielding - Exeter University

Craig Sullivan (CS) in place of Peter Hartland - Chamber of Commerce

Paul Hickson (PHi) - Somerset County Council

Dan Newman (DN) in place of Alan Denby - Torbay Development Agency

Pete Ashton (PA) - Federation of Small Businesses

Steve Turner (ST) - Devon County Council

Adrian Dawson (AD) - Plymouth University

Heather Ancient (HA) - PwC

**Supporting Officers**

Julia Stuckey (JS) - HotSW LEP

Heidi Hallam (HH) - HotSW LEP

Adam Hickman (AH) - Plymouth City Council

Tim Milson (TM) - Better Business for All

Corinne Matthews (CM) - HotSW LEP (new Nuclear Co-ordinator)

Helena Davison (HD) - HotSW LEP

 **Apologies**

Peter Hartland - Chamber of Commerce

Alan Denby - Torbay Development Agency

Sean Fielding - Exeter University

Vaughan Lindsey - Dartington Hall Trust

Paul Taylor - HotSW LEP

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|  | **Agenda item** | **Lead** |
| **1** | **Introductions and Apologies – Chair**NA introduced the meeting and gave apologies listed above.  |  |
| **2** | **Conflicts of Interest – All*** Growth Hub (agenda item 6a) – Craig Sullivan, Dan Newman, Tim Milson and Ben Rhodes declared an interest.
* Bicton College (agenda item 6b) – Heather Ancient declared an interest.
* Pipeline projects (agenda item 5e) – potential conflict for a number of members.

***Action: AH to send Declaration of Interest form for all members to complete.***  | ***Adam Hickman*** |
| **3** | **Minutes of Last Meeting (14 Jan 2015)**Correction – Pete Ashton had not been present.  |  |
| **4** | **Matters Arising**All actions either complete or will be covered during this meeting agenda.  |  |
| **5** | **Programme Management – Amanda Ratsey**1. *Growth Deal 1* – Plymouth Science Park Phase 5 and Exeter Science Park have had their business cases approved, with conditions. Somerset Energy Innovation Centre developing business case.

*Growth Deal 2* - £65.2million awarded to HotSW LEP for 2016/17, including funding for the Growth Hub and Unlocking Growth Fund. 1. *European Structural Investment Funds* – First round of ‘calls’ approved for MAS, UKTI, Inclusive labour markets, and two innovation smart specialisation. These will appear on .gov website.
2. *Scheme of Delegation* paper circulated with briefing papers. No questions.
3. *Programme Management.* Will be picked up at a future meeting.
4. *Pipeline projects* for future Growth Deals needs establishing. Currently devising a standard template which will need completing to get a project onto the ‘long list.’
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| **6** | **Projects Updates**1. *Growth Hub* - Offer letter received confirming funding; the tender documents are currently being prepared, with a three year contract proposed; EU match is being secured.

The existing Growth Hub contract will be extended, providing a phone line and website, to the end of June 2015 so there is no break in service between the existing service and the procurement of the new Growth Hub. ***Action: Set up a Growth Hub sub-group.*** ***(Possible members: Pete Ashton, Ben Rhodes, Ben Neild, Steve Turner, Helena Davison, Nick Ames).*** ***Action: Paul Hickson to suggest a Growth Hub sub-group member from the Somerset area.*** 1. *Unlocking Growth Fund* - Growth Deal 2 awarded £5m for the ‘Unlocking Growth Fund,’ to fund projects that develop employment and workspace sites and/or premises to support and foster business growth. A maximum grant of £2.5m can be awarded for an individual project. It is the responsibility of the Business Leadership Group to recommend which projects to fund.

16 sites have submitted Expressions of Interest, and Ekosgen have completed a prioritisation / ranking exercise for all sites. A summary of all sites was circulated to Business Leadership Group. Steer from the Business Leadership Group:* Business Group to view the ranking criteria and weightings used.
* Additional analysis on the following was suggested – rural/urban split, projects which support skills, sensitivity analysis, evidence of need, different sectors, where Growth Deal funding has already been allocated.
* Put forward £10m of projects.
* Simple business case required for the top (ten?) projects.

***Action: Set up a Unlocking Growth Fund sub-group******(Possible members – Adrian Dawson, Ben Rhodes, Nick Ames, Julia Stuckey).*** 1. *Business Conference* - likely to be September 2015.

***Action: HH to circulate date of Business Conference.***   | ***Amanda Ratsey******Paul Hickson******Adam Hickman******Heidi Hallam*** |
| **7** | **Any Other Business – All**1. *Business Members* -Additional ‘business’ members required, as well as a new social enterprise member. A list of interested businesses was circulated with the Board papers.

***Action: Invite Simon Barker onto the Business Group.*** ***Action: Invite one business who sits on the ESIF Committee onto the Business Group.*** ***Action: Ask the Social Enterprise Special Interest Group for a nominated representative.*** 1. *Inward Investment* - Briefing paper was circulated with the Board papers. Highlights include: Inward Investment Manager post extended until 30 June 2015; RGF6 funding secured for business support grants and inward investment activity; Three ‘soft landing’ applicants already landed; Hosted a national UKTI Account Management workshop; HotSW is leading a joint 3-LEP Nuclear Investment project.
2. *Future meeting dates*

***Action: All meetings to be held in Exeter and to be at the start or end of the day.*** 1. *Future agenda items*
* High growth sectors / Smart specialisms
* Better Business for All
* Corinne Matthews, HotSW LEP’s new Nuclear Co-ordinator
* Joint Business and Place meeting
 | ***Nick Ames******Amanda Ratsey*** ***Adam Hickman******Adam Hickman*** |
|  | **Date of Next Meeting:**Tuesday 19 May 2015, 10.00-12noon, Exeter (Larkbeare House, EX2 4NG) |  |

**Future Meeting Dates:**

Wednesday 8 July, 10.00-12.30, Exeter (location tbc) *(please note this meeting will be 2.5hrs as it is a joint Business and Place meeting).*

Thursday 10 September 2015, 9.30-11.30, Exeter (location tbc)

Monday 16 November 2015, 9.30-11.30, Exeter (location tbc)

Wednesday 20 January 2016, 14.00-16.00, Exeter (location tbc)

Tuesday 15 March 2016, 14.00-16.00, Exeter (location tbc)