**DRAFT MINUTES**

**BUSINESS LEADERSHIP GROUP**

**NFU, Rydon Lane, Exeter - Monday 5th March 2018 10.30am–12.30pm**

**Present**

1. Richard Stevens (RS) – Chairman/LEP Board member/ Business Representative (City Bus)
2. Amanda Ratsey (AR) – LEP Theme Lead (Plymouth City Council)
3. Noel Stevens (NS) – ESIF Committee Representative/ Business Representative (Alder King)
4. George Cowcher (GC) – Business Body Representative (Devon Chamber)
5. Sue Wilkinson (SW) – Business Body Representative (FSB)
6. Linda Middleton-Jones (LMJ) – Business Representative (International Trade Matters)
7. Cllr Harvey Siggs (CHS) – Councillor Mendip District Council
8. Robin Daniels (RD) – Business Body Representative (DCBC)
9. Julia Blaschke (JB) – Local Authority (Plymouth City Council)
10. Heidi Hallam (HH) – LEP Partnership Manager
11. Eifion Jones (EJ) – LEP Strategy & Operations Manager
12. Martha Wilkinson (MW) – Social Economy/LEP Board member (Devon Community Foundation)
13. **Supporting Officers**
14. Colin Bettison (CB) – Plymouth City Council
15. **Apologies**
16. Chris Evans (CE) – R&D and Innovation (University of Exeter)
17. Adrian Dawson (AD) – R&D and Innovation (University of Plymouth)
18. Brendon Noble (BN) – R&D and Innovation (University of St Mark and St John)
19. Paul Hickson (PH) – Somerset County Council
20. Alistair Handyside (AH) – Tourism Alliance
21. Carl Wyard (CW) - Local Authority (TDA)
22. Paul Thomas (PT) - Local Authority (Devon County Council)

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|  | Agenda Item | Lead |
| 1 | **Welcome, introduction and apologies**  **RS** introduced the meeting and gave apologies as listed above. | **RS** |
| 2 | 1. **Conflicts of Interest** 2. Conflicts were declared by RS, LMJ, GC, RD & SW for the Growth Hub item. HH declared an interest in EPIC. | **RS** |
| 3 | 1. **Minutes of Last Meeting and Matters Arising** 2. **AR** – PCC work on a SharePoint system is still progressing. 3. **JB** – There is an increasing level of scrutiny of LEPs and an update to the Conflicts of Interest will soon be issued. | **RS** |
| 4 | **Growth Deal and UGF Update**  CB gave an update on Growth Deal and UGF projects. All GD 1 projects have signed offer letters and have started (or completed) construction. GD 2: Several projects are still working through their offer letter conditions and one project is still in appraisal. GD 3: We are awaiting updated business cases.  Five UGF projects now have signed Funding Agreements, with three still progressing. Pathfields was approved at SIP and pre-offer conditions are now being worked on. Claylands are working on pre-planning conditions, and we are waiting for an update from Caddsdown Blue on their state aid position. | **CB** |
| 5 | **Growth Hub Future Direction**  **AR** – Presented the Growth Hub Options Paper, and also gave an update on a meeting with Karen Leigh of BEIS, who has been visiting all Growth Hubs to discuss performance and the new Principles of Funding that LEPS/Growth Hubs are required to respond to, as these will form the basis of the contract for the 18/19 funding from government.  Following the presentation a round table discussion took place and several actions were agreed.  **Actions:**  Undertake a Gap Analysis between what BEIS are now asking for and what the Growth Hub is delivering  Refine option analysis and bring forward for discussion at the next meeting  Establish procurement timeframes for different options | **AR**  **AR**  **AR**  **AR** |
| 6 | 1. **Role and Key Issues of the Business Leadership Group** 2. JB gave a presentation to introduce a discussion on how the group see their role going forward. It was agreed that this should be carried forward to the next meeting.   **Action:**  Put on agenda for next meeting | **JB**  **JB** |
| 8 | **AOB**  No other business. |  |
| 9 | **Date of Next Meeting**: 11 May 2018, 10.30-12.30 NFU, Agriculture House, Pynes Hill, Rydon Lane, Exeter |  |
| 10 | **Close of meeting** |  |
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