

Business Leadership Group – Minutes

Tuesday 19 May 2015

Present

Nick Ames (NA) (Chair)	-	Supacat
Amanda Ratsey (AR)	-	Plymouth City Council
Ben Rhodes (BR)	-	Business Forum
Chris Evans (CE)	-	Exeter University
Peter Hartland (PH)	-	Chamber of Commerce
Carl Wyard (CW)	-	Torbay Development Agency
Pete Ashton (PA)	-	Federation of Small Businesses
Steve Turner (ST)	-	Devon County Council
Adrian Dawson (AD)	-	Plymouth University
Noel Stevens (NS)	-	Alder King
Karl Tucker (KT)	-	Yeo Valley
Philip Barratt (PB)	-	University of St Mark and St John

Supporting Officers

Chris Garcia (CGa)	-	HotSW LEP
Paul Taylor (PT)	-	HotSW LEP
Julia Stuckey (JS)	-	HotSW LEP
Heidi Hallam (HH)	-	HotSW LEP
Adam Hickman (AH)	-	Plymouth City Council
Helena Davison (HD)	-	HotSW LEP

Presenters

Tim Milson (TM)	-	Better Business for All
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Apologies

Paul Hickson	-	Somerset County Council
Heather Ancient	-	PwC
Simon Barker	-	Augusta Westland

	Agenda item	Lead
1	<p>Welcome, introductions and apologies</p> <p>NA introduced the meeting and gave apologies as listed above.</p>	
2	<p>Declarations of interest</p> <p>Agenda item 6 (Growth Hub) – Carl Wyard, Adrian Dawson, Ben Rhodes, Tim Milson, Peter Hartland.</p>	
3	<p>Minutes of last meeting (17 March)</p> <p><u>Minutes</u> – accepted.</p>	
4	<p>Matters Arising</p> <ul style="list-style-type: none"> The updated actions log was presented. Note: Reminder for all members to complete and return the Declarations of Interest form. Action: Membership attendance and numbers to remain as it is. Investigate having a pool of experts to co-opt when needed. 	<p>Note</p> <p>AH</p>
5	<p>Programme Management – Chris Garcia/Paul Taylor</p> <ul style="list-style-type: none"> A paper was circulated outlining the role of the leadership groups in programme management: <ul style="list-style-type: none"> Develop pipeline of projects, through promoting opportunities to respective networks. Assist with prioritising projects. Help develop projects. Monitor and manage project delivery, and escalate issues to the SIP. <p><u>Discussion:</u></p> <ul style="list-style-type: none"> A list of funded projects from Growth Deal 1 and 2 is available on the HotSW website. Businesses need to understand how to get a project on the list and understand the process. PT / AH – Standard Expression of Interest (Eol) template and assessment criteria is being finalised. There will be an open 'call' where organisations can complete the Eol to get a project on the list. <p>Action: Standing agenda item – potential projects coming forward into the pipeline. Action: Share with KT existing pipeline projects.</p> <ul style="list-style-type: none"> Growth Deal funding is mainly relevant for strategic projects, not necessarily individual businesses. However, in some circumstances Growth Deal may provide opportunities for individual businesses, as does ESIF and the Regional Growth Fund. A business support gap is on the horizon until the Growth Hub begins. Action: Business start-up support is crucial. Put on agenda for next meeting. <p>Action: CGa and HH to offer to meet new business group members 1-2-1 if required.</p>	<p>AH</p> <p>PT</p> <p>AH</p> <p>CGa/HH</p>

6	<p>Growth Hub – Amanda Ratsey</p> <p>The following left the room due to potential conflict of interest – Carl Wyard, Adrian Dawson, Ben Rhodes, Peter Hartland, Tim Milson, Philip Barratt?</p> <p>Due to the confidential and sensitive nature of this agenda item, the presentation and discussion has not been minuted.</p>	
7	<p>Better Business for All (BBfA) – Tim Milson</p> <p>Key principles of BBfA:</p> <ul style="list-style-type: none"> • BBfA is a regulators consortium designed to break down the red tape involved in running a business – removing the perceived barrier that regulation inhibits business growth and is in fact able to help and support businesses. • BBfA is up and running in the HotSW area providing regular advice and business support across a range of legislation (approx. 40k engagements per annum). • BBfA encourages inward investment and rolls out a red carpet to businesses thinking of setting up in Devon & Somerset. • The BLG confirmed support for the initiative in the HotSW area. <p>Action: Link to BBfA from the HotSW LEP website.</p> <p>Note: BBfA standing agenda item for a quick update (verbal or written) by HH or TM.</p>	<p>HD</p> <p>AH</p>
8	<p>Unlocking Growth Fund – Adam Hickman</p> <ul style="list-style-type: none"> • Growth Deal 2 allocated £5m to support new business / innovation space across the HotSW. • Sixteen Expressions of Interest received. • Next steps include – preparing a project plan for approval by the SIP; undertake demand mapping; feedback to applicants on their EoI and invite submission of business cases. • A sub-group needs developing, with representation from Business, People and Place. <p>Action: Develop the sub-group with Business (three members), People (two members) and Place (two members). A Business member to Chair the sub-group.</p>	<p>AH</p>
9	<p>Inward Investment - Julia Stuckey</p> <p>Note: Please see inward investment update, circulated with these minutes.</p> <p><u>Discussion</u></p> <ul style="list-style-type: none"> • How does investment attracted by the HotSW LEP compare to other LEP's, and what does 'success' look like? UKTI produce an annual report (out in June) which compares LEP areas with regard to companies landed, jobs created and invested attracted. • The HotSW LEP has a strategy based on attracting high-value sectors. • Inward investment landings are increasing year-on-year. 	
10	<p>Stakeholder Engagement Plan – Heidi Hallam</p> <ul style="list-style-type: none"> • A draft engagement plan was circulated, which aims to ensure relevant stakeholders are identified and they have the relevant information and engagement, as well as identifying gaps. 	
11	<p>Any Other Business – All</p>	<p>Note</p>

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	<ul style="list-style-type: none"> Note: The Business Conference is <u>Monday 21 September</u> at the Exeter Golf and Country Club. Proposal for a PhD student from Plymouth University to attend the Business Group meetings and interview some members as part of research into LEP's. Action: AD to share a one-pager on the objectives of the PhD research. NA to review, reflect any confidentiality concerns and agree/not agree to the proposal. Note: Adrian Dawson and Chris Evans attending a meeting (17th June) with Universities and Colleges on high-level skills, arranged through the Place Leadership Group. Another Business Group member can also attend if they would like. 	NA / AD Note
12	<p>Items to Communicate – Chair</p> <ol style="list-style-type: none"> Pipeline projects – how to get a project on the list. Growth Hub procurement. Better Business for All. Inward Investment. Business Conference. <p>Action: HD to produce a one-pager of headlines to communicate following each Business Group meeting. This will be circulated to all Business Group members to circulate to their networks.</p>	HD
13	<p>Agreed Actions – Chair</p> <p>Action: Membership attendance and numbers to remain as it is. Investigate having a pool of experts to co-opt when needed.</p> <p>Action: Standing agenda item – potential projects coming forward into the pipeline.</p> <p>Action: Share with KT existing pipeline projects.</p> <p>Action: Business start-up support on agenda for next meeting.</p> <p>Action: CGa and HH new meet new business group members 1-2-1 if required.</p> <p>Action: Link to BBfA from the HotSW LEP website.</p> <p>Action: Develop the unlocking Growth Fund sub-group.</p> <p>Action: NA to review the PhD research proposal, reflect confidentiality concerns and agree/not agree.</p> <p>Action: HD to produce a one-pager on 'items to communicate' and circulate.</p>	AH AH PT AH CGa/HH HD AH NA HD
	<p>Date of Next Meeting: Wednesday 8 July; 10.00-12.30; NFU, Agricultural House, Pynes Hill, Rydon Lane, Exeter, EX2 5ST.</p> <p><i>This is a joint meeting with the Place Leadership Group.</i></p>	

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Future Meeting Dates:

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).