

Business Leadership Group - Minutes

Thursday 11 September

Present

Nick Ames (NA) (Chair)	-	Supacat
Amanda Ratsey (AR)	-	Plymouth City Council
Karl Tucker (KT)	-	Yeo Valley
Ben Rhodes (BR)	-	Business Forum
Adrian Dawson (ADa)	-	Plymouth University
Chris Evans (CE) <small>in place of Sean Fielding</small>	-	Exeter University
Peter Hartland (PHa)	-	Chamber of Commerce
Paul Hickson (PHi)	-	Somerset County Council
Carl Wyard (CW)	-	Torbay Development Agency

Supporting Officers

Julia Stuckey (JS)	-	HotSW LEP
Paul Taylor (PT)	-	HotSW LEP
Adam Hickman (AH)	-	Plymouth City Council

Apologies

Emma Hewitt	-	University of St Mark and St John
Vaughan Lindsey	-	Dartington Hall Trust
Sean Fielding	-	Exeter University
Pete Ashton	-	Federation of Small Businesses
Alan Denby	-	Torbay Development Agency

	Agenda item	Lead
1	<p>Introductions and Apologies – Chair</p> <p>NA introduced the meeting and welcomed Karl Tucker (Yeo Valley) as a new member.</p>	
2	<p>Conflicts of Interest - All</p> <ul style="list-style-type: none"> All members potentially have conflict for agenda item 7 (Growth Deal 2 – long list). ADa and PHa declared a conflict for agenda item 6 (Growth Hub – scoping document). <p>Action: AH to note the above in conflicts of interest register.</p> <ul style="list-style-type: none"> Although probably not a conflict, NA mentioned that Supacat is applying to Growth Fund Plus. 	AH
3	<p>Minutes of Last Meeting and Matters Arising – All</p> <p><u>Minutes</u></p> <ul style="list-style-type: none"> Correction – Agenda item 5 to be titled ‘Inward Investment’ and not ‘FDI Priorities.’ <p><u>Matters Arising (which will not be picked up on the agenda)</u></p> <ul style="list-style-type: none"> HotSW LEP has drafted a conflicts of interest paper, which will also cover the Business Group. Annual UKTI report has been circulated to the Business Group. HH writing a scoping document for the business conference; report back at next meeting. Terms of Reference – include a sentence on education / skills; Section 3.2 – change to ‘<u>informing</u> what is commissioned.’ 	

	<p>Action: NA to sign the Terms of Reference (once above changes included).</p> <p>Action: Business conference on the next Business Group agenda.</p> <p>Action: PT to speak to EB about Smart Specialisation; report back at next Business Group.</p>	<p>NA</p> <p>AH</p> <p>PT</p>
4	<p>LEP Board Update - Paul Taylor</p> <p><u>Growth Deal 1 (2015/16)</u></p> <ul style="list-style-type: none"> Ian Thompson has been appointed as the LEP Mobilisation Manger for Growth Deal 1 projects. <p>Action: Business Group to monitor delivery of Growth Deal 1 business projects – requested a report / update at the next Business Group.</p> <p><u>Growth Deal 2 (2016/17)</u></p> <p><u>(Note: Some of this, e.g. the timeframes, has been superseded by updates since the Business Group meeting).</u></p> <ul style="list-style-type: none"> Funding available should be known in the Autumn Statement. PT tasked with pulling together a priority project list. Long list needed asap. PT will develop a sounding board of LEP Board members to help decide Growth Deal 2 projects. There may be more freedom in distribution of funds for Growth Deal 2. <p><u>ESIF</u></p> <ul style="list-style-type: none"> The ESIF Committee currently being set up. <p><u>Discussion</u></p> <ul style="list-style-type: none"> There was a discussion on skills requirements needed by businesses and which LEP group (People or Business) leads on employability skills. The Business Group recommend that they think they should lead on this. <p>Action: Agenda item on employability projects and who leads - People or Business.</p>	<p>AH</p> <p>AH</p>
5	<p>Business Theme Project Plan – Amanda Ratsey</p> <ul style="list-style-type: none"> A project plan and timeline was circulated highlighting key dates for Growth Deal 1, Growth Deal 2 and ESIF Implementation Plan. There will be certain pinch points. <p>Action: Include the following in the timeline – business conference (March); LEP Board dates; Mark non-movable dates in red.</p>	<p>AH</p>
6	<p>Growth Hub – Amanda Ratsey</p> <ul style="list-style-type: none"> £400,000 in Growth Deal 1 for a new Growth Hub; this could be matched with EU money. Growth Hub needs to be re-procured by March 2015, when existing Growth Hubs will cease. Looking for a three-year contract. Currently undertaking in-house research on what an exemplar Growth Hub is. Part of the Growth Hub funding to be used for promotion. The geographical area of the Growth Hub was discussed, which is still to be decided. 	

	<ul style="list-style-type: none"> A volunteer is required from the Business Group to assist in the re-procurement of the Growth Hub, e.g. assessing the bids. Pete Ashton was suggested. <p>Action: AR to discuss with Pete Ashton.</p>	AR
7	<p>Growth Deal 2 (Business Asks) – Amanda Ratsey</p> <ul style="list-style-type: none"> A long list of potential Growth Deal 2 projects is required for the business theme. This can be both financial and non-financial asks. <p>Action: AH to circulate a template for Growth Deal 2 projects to input information.</p>	AH
8	<p>Inward Investment – Julia Stuckey</p> <ul style="list-style-type: none"> Inward Investment Strategy paper endorsed by LEP Board; LEP Board Members sanctioned: <ul style="list-style-type: none"> The concentration of the limited inward investment LEP resources on the sub-sectors identified, to achieve the greatest impact with full UKTI backing. The adoption of a more coordinated approach to inward investment across the LEP area and beyond. A particular emphasis on account management, with a focus on the key sectors, but also on high-potential, cross-sector companies, to upskill in some areas, creating a consistent and targeted approach, including with other partners e.g. HE / FE. Virtual groups (Ec Dev Mgrs & some external representatives) are now supporting activity in each key sector (Agri-tech, Aerospace & Associated advanced engineering and nuclear have met, with Marine Industries due to meet in October). First task is to map our propositions e.g. the key elements that we offer to meet each industry's drivers (with assistance from industry expertise). Working group is supporting with marketing and communication (including a branding project), Account Management, future forecasting, creation of a general proposition for opportunities outside the key sectors, business support & soft landing, etc. Positive discussions at Inward Investment Lead level with South West LEPs re. joint inward investment working. We are planning to develop an MOU to enable open, fair working, and have identified a number of collaborative areas. Notes from neighbouring LEPs - Cornwall is part of a UK list of potential sites for the Space Port and Bristol is hosting the Euro Green Capital in 2015, both will offer inward investment opportunities. The Group emphasised the need to adequately resource this area of work – a possible Growth Fund 2 funding bid. 	
9	<p>Future Agenda Items – All</p> <ul style="list-style-type: none"> Monitoring / update for Growth Deal 1 business projects; Long-list for Growth Deal 2; Business conference; Growth Hub; Inward investment update; Presentation on Access to Finance. <p>Action: AH to invite Andrew Lightfoot to present on Access to Finance.</p>	AH

Local Enterprise Partnership

Creating opportunities in Devon, Plymouth, Somerset and Torbay

10	<p>Any Other Business – All</p> <ul style="list-style-type: none"> • Plymouth University are submitting an RGF6 bid to run a business grant scheme, following on from GAIN Growth Fund Plus. The University will be seeking endorsement from the LEP. • More businesses to be part of the Business Group. <p>Action: AR to contact PwC and invite onto Business Group.</p> <p>Action: All to forward AH suggestions of other businesses to be part of Business Group.</p>	<p>AR</p> <p>All</p>
	<p>Date of Next Meeting:</p> <p>Thursday 11 November 2014; 14.00-16.00; Supacat Offices, Honiton</p>	

Future Meeting Dates:

- Wednesday 14 January 2015, 14.00-16.00; Supacat Offices, Honiton.
- Tuesday 17 March 2015; 14.00-16.00; Supacat Offices, Honiton.
- Wednesday 20 May 2015; 10.00-12noon; Supacat Offices, Honiton.