

## Business Leadership Group - Minutes

### Wednesday 14 January

#### 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
Peter Hartland (PHa)	-	Chamber of Commerce
Paul Hickson (PHi)	-	Somerset County Council
Carl Wyard (CW) in place of Alan Denby	-	Torbay Development Agency
Pete Ashton (PA)	-	Federation of Small Businesses
Steve Turner (ST)	-	Devon County Council
Andrew Lightfoot (AL)	-	South West Investment Group

#### Supporting Officers

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

#### Apologies

Karl Tucker	-	Yeo Valley
Adrian Dawson	-	Plymouth University
Emma Hewitt	-	University of St Mark and St John
Vaughan Lindsey	-	Dartington Hall Trust
Sean Fielding	-	Exeter University
Alan Denby	-	Torbay Development Agency

	Agenda item	Lead
1	<p><b>Introductions and Apologies – Chair</b></p> <p>NA introduced the meeting and gave apologies as listed above.</p>	
2	<p><b>Conflicts of Interest - All</b></p> <p>CW, BR, PHa and BN declared a potential conflict for agenda item 7.</p> <p><i>Action: PT to circulate Conflicts of Interest LEP Board paper.</i></p>	PT
3	<p><b>Minutes of Last Meeting and Matters Arising – All</b></p> <p><u>Minutes</u> – Approved.</p> <p><u>Matters Arising:</u></p> <p>More ‘businesses’ to be part of Business Leadership Group.</p> <p><i>Action: AH to draft a standard letter to send to prospective new business group members.</i></p> <p><i>Action: HH to contact businesses who are part of ESIF Committee.</i></p> <p><i>Action: NA to contact two businesses he is aware of that may be interested.</i></p> <p><i>Action: AH/JS to discuss possible businesses from the LEP’s priority areas.</i></p> <p><i>Action: AL to suggest a possible finance business.</i></p> <p><i>Action: AR to follow up with PwC.</i></p>	AH HH NA AH/JS AL AR

4	<p><b>LEP Board Update – Paul Taylor</b></p> <p>Chief Exec’s report – included a paper on ‘the future of LEP’s’; business plan; business conference; ESIF Committee will be asked to sign off first two tranches of calls in March.</p> <p><i>Action: PT to circulate scheme of delegation paper.</i></p>	PT
5	<p><b>Growth Deal – Paul Taylor</b></p> <p>The total allocation of Growth Deal 1b funding is likely to be £1bn across all LEP’s. Final funding announcements expected end Jan. The LEP Board has recently been asked to sign-off the HotSW priority projects for Growth Deal 1b funding.</p> <p><i>Action: Each Business Group meeting to have a standard performance management agenda item, updating on business Growth Deal projects.</i></p> <p><i>Action: Business Group to identify a pipeline of prioritised business projects for future Growth Deals.</i></p> <p><i>Action: PT to circulate the formal process for identifying a pipeline of prioritised projects.</i></p> <p><i>Action: PT to circulate the ESIF Implementation Plan, highlighting priority areas for funding.</i></p>	<p>AH</p> <p>Next agenda</p> <p>PT</p> <p>PT</p>
6	<p><b>Access to Finance – Andrew Lightfoot</b></p> <p>Andrew Lightfoot gave a brief review of the access to finance landscape. He summarised the increasingly diversified types of funding available and the main changes taking place since the last recession. One consequence of the greater variety of funding opportunities and the need to attract a number of sources to cover one project was that businesses needed more guidance on the most appropriate approaches. The gaininbusiness.com digital exchange provided a wide range of information on line, including a grant finder facility, and a ‘decision tree’ tool was being created to help signpost the most relevant sources. Andrew also described the functions of the Business Finance Network in the HotSW area, as one strand of the Growth Hub, which was principally for sources of finance and ‘intermediaries’ to share intelligence and collaborate, including referring clients to one another. Possible resources to continue co-ordination of the Network after March were being considered, hopefully with continuing strong links to the new Growth Hub to be procured by the LEP.</p> <p><i>Action: AH to circulate presentation slides.</i></p>	AH
7	<p><b>Growth Hub – Amanda Ratsey</b></p> <p>Total budget for Growth Hub is approx £4m over 3 years (GD1 £400k, GD1b £1.7m, matched with EU monies). Recently completed three workshops – stakeholders, districts, delivering agencies. BIS will shortly be issuing further contractual requirements to write into the contract. Currently at pre-commissioning stage and likely to go out to tender mid/late Feb.</p> <p><u>Discussion</u></p> <p>Mapping existing business support is one element of the commission; this should build on existing mapping that’s already been undertaken. Public <i>and private</i> sector mapping is required.</p>	

	<p>Growth Hub branding is required. Can this link with existing LEP branding?</p> <p>Ensure that the LEP owns the data <u>and website</u> – write this into the contract.</p> <p>Personal relationship is key, don't just signpost to a portal.</p> <p>Growth Hub to measure satisfaction with businesses <u>and partners</u>.</p> <p><b>Action: AR to speak to other LEP's to see what they are doing regarding Growth Hubs – possible linkages etc.</b></p>	<b>AR</b>
<b>8</b>	<p><b>Business Conference – Heidi Hallam</b></p> <p>PT reported that the LEP Board requested the date for the Business Conference is pushed back. The Business Group suggested either June or Sept.</p> <p><b>Action: HH to get a steer from the LEP Board on preferred date.</b></p> <p><u>Discussion / Comments</u></p> <ul style="list-style-type: none"> <li>• Innovation seems to be absent from the agenda – add this as a workshop theme.</li> <li>• The purpose of the conference was discussed – it is likely to be a combination of - identifying priorities for growth; strategic direction for the business theme; business to find out more about the LEP and the services on offer; part of the LEP's engagement with businesses.</li> <li>• Arrange a big ticket name / key note speaker for event?</li> <li>• Devon Business Event / Matford Business Centre / Francis Clark host annual business events or conferences – can we link with these, or seek best practice advise?</li> </ul>	<b>HH</b>
<b>9</b>	<p><b>AOB</b></p> <p><u>Inward Investment – Julia Stuckey</u></p> <ul style="list-style-type: none"> <li>• Talked through highlights from the inward investment paper circulated with the meeting papers.</li> <li>• NA is concerned that we might miss the boat regarding the Hinkley project – have to ensure we don't leave it too late to engage with contractors, supply chain opportunities etc.</li> </ul> <p><u>Future agenda items - All</u></p> <ul style="list-style-type: none"> <li>• Identify business projects for future Growth Deal submissions.</li> <li>• Ask Karl Tucker (Yeo Valley) to present/discuss at the next meeting business issues/support required for Yeo Valley.</li> </ul>	<b>AH</b>
	<p><b>Date of Next Meeting:</b></p> <p>Tuesday 17 March 2015, 14.00-16.00, Supacat's Offices (Honiton).</p>	

Future Meeting Dates:

Wednesday 20 May 2015; 10.00-12noon; Supacat Offices, Honiton.