

## Minutes of Board Meeting

**11 September 2013  
at University of Plymouth**

**Attendees:-** Adam Chambers, Chris Garcia, Chris Grace, Charles Uzzell (standing in for Alan Denby), David Hall, Frances Brennan, Gordon Oliver, Janet Powell (mins), Jon Bright (DCLG), Liz Waugh (for presentation), Keri Denton, Patrick Hartop (for presentation), Paula Hewitt, Paul Hickson, Nick Ames, Nick Engert, Rachel Davies, Sally Edgington (BIS), Sean Fielding, Stephen Bird, Tim Jones (Chair), Vinita Nawathe (for presentation), Wendy Purcell

**Apologies:** - Alan Denby, Andrew Leadbetter, Simon Barker, Tudor Evans, Vaughan Lindsay

### 1. Welcome

### 2. Declarations of interest

### 3. Minutes of last meeting May and actions arising

Approved.

**Outstanding action: to produce a glossary of terminology to aid board understanding - PH**

### 4. Chief Executive's report and annexes

C Garcia thanked the Local Authorities for their constructive support in devising approaches in order to allocate all the activities needed under the different funding streams for the Growth Plan and EU SIF.

Memorandum and Articles of Association – a new draft has gone back to the lawyers and it is proposed that this is delegated to the LEP Finance and Resource Group for final comments. (A copy will be available for anyone that wishes to view this). Foot & Anstey have undertaken this work on a pro-bono basis. A standard government community interest company template has been used and the group have also reviewed the framework used by the Cornwall & Isles of Scilly LEP. It is anticipated there may be a one off charge of £1 – 2k for this with the final set being available for the board meeting in November.

A query was raised with regard to Director's liability and insurance - Directors will require reassurance on this in the context of the above.

**Action: Directors insurance to be in place from the next board meeting – C Garcia**

There was concern, as to whether the LEP had engaged sufficiently with the CBI council and perhaps this was an opportunity to utilise one of them on the "expert" panel to gain more integration.

**Action: FDI propositions for Marine, Advanced Engineering and Energy – comments/feedback to C Garcia and S Barker ASAP please.**

The subject of Hinkley arose and whether the LEP should engage more widely with skills provision. C Garcia is attending a skills workshop meeting at Hinkley (day after the board meeting) where this will be picked up. This and supply chain type of issues are debated at the quarterly LEP Network Chairs meetings where shared issues are discussed. AC: made a request for the minutes of the LEP Network Chairs meetings to be circulated to the Board.

### 5. Growing Places Fund

**a. Rounds 1 & 2: A progress report was given via a presentation of outstanding projects by LW.**

**b. Options Paper for Round 3**

The various options were debated.

## 6. LEP Strategies

**a. City Deal an update presentation by P Hartop**

The chair requested endorsement of the above and commended Patrick and his team for work so far. The next steps; are a presentation to BIS, which will involve the team consulting with partners to decide who and how many will take part and to appoint a Programme Board to manage the contract (which will be geographically representative) and define the processes.

**Board endorsed City Deal.**

**b. EU SIF and Growth Plan presentation by V Nawathe**

The board were asked to consider whether the vision and priorities within the original LEP's business plan were "fit for purpose" going forward?

The following feedback was given; to not ignore the opportunities for linkages between food production and tourism environmental off setting (could contribute hugely innovate schemes for carbon reduction/ecological preservation); to include the synergy with Local Authorities with ESF in disadvantaged youth unemployment and provide evidence base to support; the distinctiveness of the area, the recognition of the HotSW area leading the UK and world in SMART specialisation; to gain stakeholder support around the rural agenda.

**Action: Vinita to circulate the presentation, with electronic comments invited asap, prior to the 7 Oct submission date and sub group sign off.**

TJ exited the meeting prior to agenda item 7 and FB (Vice Chair) continued to chair the meeting.

## 7. Recruitment of Chair

**a) Recruitment Report**

Comments were invited on the Recruitment reports, timelines and candidate briefing pack.

**b) Recommended timelines and interview process**

Volunteers were sought to be on the panel.

**c) Candidate briefing pack – noted**

## 8. Papers for noting – no comment

## 9. AOB

**Action: LW to prepare statement.**