

Minutes of Board Meeting 22 July, 2014 at Somerset College

Attendees: Adam Chambers, Andrew Leadbetter, Anthony Payne, (Director of Place for Plymouth City Council in place of Tracey Lee), Chris Garcia, David Hall, Frances Brennan, Gordon Oliver, Harvey Siggs, Janet Powell (mins), Julian Beer, Keri Denton (in place of Heather Barnes), Nick Ames, Nick Engert, Paula Hewitt, Paul Diviani, Rachel Davies, Sally Edgington, Simon Barker, Stephen Bird, Steve Hindley (Chair), Steve Parrock, Steve Smith, Tim Jones, Tudor Evans, Vaughan Lindsay

Apologies: Barbara Shaw, Julia Sweeney, Mark Williams, Wendy Purcell

Agenda Item	Action
<p>1. Welcome and Apologies This will be RD's last Board meeting, as she has indicated that after 3 years she will be resigning and handing over to another representative from the FE Colleges to take her place as a Board Director for the LEP. The Chair and Chief Executive both expressed their sadness in losing her and thanked her for all her support which has been gratefully received over the years, especially in the skills arena. Once the FE Colleges have decided upon their representative – the new board member will be very welcome.</p> <p>Thanks also to RD and Somerset College for hosting this Board meeting.</p>	
<p>2. Declarations of Interest AC: Delivery partner for the RGN Pilot & Plymouth City Deal, Peninsula Enterprise is also a supplier for Connecting Devon & Somerset, plus Serco is operating the WFD ESF Programme on behalf of SFA in Devon & Somerset. FB: Working Links has bid into Plymouth City Deal for work progression and Bid to deliver the UK Gov'ts Transforming Rehabilitation Programme. SP: Director for Torbay Development Agency (TDA).</p>	
<p>3. Draft Minutes of last meeting 15 May and matters arising Draft Minutes agreed as accurate and final. Update on Actions: Growth Deal – a contractual offer has not been received yet, it is anticipated we will receive a draft grant letter in September, with a funding agreement in Autumn. Action c/f: to table an agenda item for next Board meeting on "Cross LEP working". Action c/f: the declarations of interest register and policy are in hand with the LEP Finance and Resource Group. CG is due to meet with Deborah Waddell, Assistant Director for the CBI in the South West in connection with support for the Strategic Connectivity Review.</p>	<p>CG AC</p>

<p>An update on the Flood Action Report will be available to view as part of the final Growth Deal offer.</p>	
<p>4. CEX Report Taken as read, following additional points and queries raised:- <u>Growth Deal</u></p> <ul style="list-style-type: none"> ➤ The success of the Growth Deal was reiterated and a top ten list of LEPs analysis provided by Regeneris featured the HotSW LEP in amongst this. Growth Deals were more of an announcement, as opposed to a “deal”, however SE indicated this is likely to change for 2016/2017 bids. <p>It was pointed out that whilst the West of England LEP gained twice as much funding per capita, much of their funding is not “new” money.</p> <p>It is now important to understand the timelines for tendering for the 2016/17 allocations. The challenge rests in the delivery, in order to be able to evidence this for the next phase. Whilst the majority of funding for the Growth Deal came from the Department of Transport, the LEP’s proposal was structured to take the most advantage of this, as well as combining a few additional projects designed to free up employment, housing and provide for a strong infrastructure.</p> <ul style="list-style-type: none"> ➤ A recap was given on the Joint LEP/DCLG Summit held on 1 July, 2014 as per report. <p>Discussions on CEX report were then halted to bring in agenda item 5.</p>	
<p>5. Presentation on update of activities of Business Leadership Group Amanda Ratsey, Plymouth City Council and LEP Management Team Lead for the Business Leadership group, took us through a presentation of the activities and work of this group, which is carried out on behalf of the LEP, in order to drive forward the objectives from within our Strategic Economic plan and the Business theme. (Copy of presentation attached)</p> <p>Discussions continued around the following topics:-</p> <ul style="list-style-type: none"> ➤ Re- Inward Investment – the aim is to achieve a triangle of centres for excellence within the Marine and Aerospace sectors linking Plymouth, Bristol and Southampton to encourage more companies in the HotSW area to take advantage of the expertise available to them from the National Composites Centre in Bristol and to utilise the Technology Strategy Board’s competition funding on offer. Currently this lacks private sector drive. <p>Action: A briefing sheet to define the offer would be helpful and this is currently in hand.</p> <ul style="list-style-type: none"> ➤ The merits of moving to a SETsquared model have currently not been explored. The SETsquared Partnership is the enterprise collaboration between the universities of Bath, Bristol, Exeter, Southampton and Surrey. This Partnership has a £100m fund linked into the growth agenda, so therefore linkages into this must be made. 	<p>SBarker</p>

<p>Action: Universities of Plymouth and Exeter are currently working together to explore possible linkages.</p> <p>➤ There was concern voiced over Local Authority support in sustaining activity moving forward, especially with increasing pressure on budgetary cuts and with Government cutting red tape and placing more responsibility on LEPs which will have huge resource implications for LEPs moving forward. Ongoing resource will continue to be managed via CG and the LEP Finance & Resource Group.</p> <p>The agenda then continued to topic 4. CEX Report</p>	SS & JB
<p>1. Continuation of CEX Report</p> <p>➤ A query was raised with regard to the understanding of the Governance diagram (page 17 of the CEX report). The diagram is reflecting the fact that the work takes place within the three Leadership groups of: People, Place and Business, each one comprising representatives of the board, public and private sectors, with each funding stream having its own delivery mechanism via a joint committee. However, there are other programmes i.e. the Rural Growth Network which have a different delivery arm. The Growth Deal will need to have a joint committee set up to match the area of delivery with a separate governance structure. Each group will then only report back to the Board on their deliverables.</p> <p>Work is currently continuing at project level, looking at how to take these through due diligence and marry up against Gov't requirements (which are not available until the Autumn). It is important that timelines are added at chart level, so that the board will be aware of what needs doing by when, in order to understand the approval process.</p> <p>Action: Diagram to be reviewed post September.</p> <p>KD: Currently explained that the People Leadership group is drawing up their chart, which is underpinned by Skill Funding Agency and EU programme funding. This chart will comprise all projects with their timelines and milestones and it was important to get the planning right prior to moving into a delivery phase. The anticipation is that will take the best part of August and September to plan this out.</p> <p>Concern was voiced over EU SIF and DWP and SFA funding sitting within Gov't, (especially as SFA funding capital is normally bid for by FE colleges) and how to avoid potential conflicts of interest amongst public/private sector representatives from these sectors within the People Leadership group, but at the same time to be able to utilise their invaluable expertise? It is important to be able to draw upon the knowledge of the FE Colleges and Working Links during the planning stage and it was felt that there was no cause for concern over conflicts of interest, as the actual project bidding is some time away.</p>	CG

The Growth Deal will be managed at programme level, with programme level decisions taken by the board, whilst the individual project details will be handled by the Leadership groups. A minimum level of governance will be applied that ensures it is fit for purpose with the aim to drive efficiency to minimise management time and resource. An interim mobilisation manager will be recruited to map out and design the total work programme. Within the programme design, the board will need to have a clear oversight of delivery via the right level of reporting and performance, so that it has an appreciation of risks and resources involved with linear spend against time. It will be the Mobilisation Manager's function to ensure there is the correct level of reporting, in order to aid the board in its decision making. There will also need to be clear guidelines for conflicts of interest and at what stage board directors will need to disengage prior to the decision making process.

Re –election of Board members

The LEP's articles of association state that private sector board director roles are for a maximum of 6 years, however it was agreed previously to review after 3 years to ensure directors still wished to continue and to agree a process to manage this, to ensure that not all 8 board directors left at the same time. The articles state that a majority decision can be made to effect changes at any time.

- There were various views on this; as the LEP now has an increasingly different role from when the partnership was first formed; it's important to get the right people with the right skills; to utilise a skills matrix to map across board skills, that continuity is important especially in the private sector, as it takes time to grasp public sector language, perhaps it is not the skills mix, but business engagement skills that are required; would change at this time disrupt the board with so much happening re EU SIF and the Growth Deal and send out the wrong signal to Gov't?

Action: Chair and CEX to reflect upon views and come back with a process to achieve.

SH & CG

- It was suggested that it would be good to have an induction pack for new private board members who join in the future.

Key Activity Reports

Questions were invited.

- Following on from discussions at the LEP/DCLG Summit, (learning from legacy issues from the Olympics) it is the Chair's intention to try to establish an "Academy for Construction". Early discussions with the CITB show they are keen on the concept. In discussions with TE at Plymouth, the aim is to follow a similar example set in Wales where it is recognised that many children become disengaged with school and/or are expelled, so encouragement to re-engage this group is specifically written into their social procurement policy. The task for an Academy is to develop this into a social enterprise vehicle, that can upskill this group (not via the traditional training company route) and make these young adults ready for the construction industry, where there are identified labour and skills gaps around Hinkley and for years to come.

<p>Both FB and VL offered their expertise in working with the Chair to progress.</p> <p>Does evidence exist as to where the skills issues are? There is already considerable evidence indicating where the skills levels need to be raised, but this is not mapped out. Local Government Association in conjunction with Devon County Council are currently looking at the skills deficit. More work needs to be done with the educational agenda with the employer and schools and the LEP can help with the industry sector taking the issue from ground route up, not top down. Productivity is also an issue.</p> <p>JB: HEFCE and BIS are already looking at heat spots, where provision is missing and this information will be available from September. It would be useful if towns, wards and areas could offer up this information to help the LEP in mapping this out.</p> <p>FB: There is an opportunity to use ESIF monies and align these alongside Local Authority budgets to help in areas with socio-economic, health and deprivation issues.</p> <p>SE: And a possibility that ERDF money can help with this.</p> <p>Action: The coordination of this project will be carried out by VL & FB.</p> <ul style="list-style-type: none"> ➤ A request was made to share City Deal Reports to the Board. Action: Circulate monthly reports to Board directors ➤ With regard to flooding, as there was a significant amount of money for this within the Growth Deal, how is the LEP handling this in order to support those on the ground delivering this? This is being addressed within the Place Leadership Group, who are looking into resilience e.g. the piers in Torbay. Support is also being provided by South West Water who are sponsoring a consultant to assist in this. <p><u>Rural Issues Group update</u></p> <p>TJ: informed the board that the Rural Issues Special Interest Group is now up and running, the first meeting was held on 18 July. A thorough discussion on Tourism took place and it was concluded that this was the right group within which to champion tourism issues and challenges. A number of task and finish groups have been quickly established covering such areas as:-rural housing, skills, resilience etc. resulting in actions and timelines. A further report will be provided in order to align with the 3 themes of People, Business and Place.</p> <p>The LEP has also been formerly nominated for the “Great Food Plan” by David Cameron which means that from 2017 central government will commit to buying fresh, locally sourced, seasonal food, through a new, simplified food and drink buying standard, giving local suppliers an opportunity to procure into £200m worth of contracts.</p>	VL / FB
<p>6. Papers for noting No comment</p>	

Local Enterprise Partnership

Creating opportunities in Devon, Plymouth, Somerset and Torbay

7. AOB

- TJ: expressed both his personal thanks and reinforced the board's collective thank you to RD (echoing the Chair) for her commitment and support to the Partnership over the last 3 years.
- CG: canvassed the board on whether there was interest in being included in the LEP Networks "Non-City Group" being set up to lobby Gov't for those LEPs seen to be on the peripherals – however, the board declined to be included as did not see themselves in this category.
- GO: offered Torbay as a venue for the next LEP Board meeting. Whilst the next Board meeting venue is already organised, JP thanked and will liaise with his office for a venue in November.

Next Board meeting: - 10 September, at University of Plymouth from 3 – 6pm.