

**Minutes of HotSW LEP CIC Board Meeting**  
**23 May 2017**  
**at**  
**Exeter Racecourse Conference Centre**

**Board Attendees:**

Adam Chambers  
David Hall  
Harvey Siggs  
Ian Bowyer  
Judith Petts  
Keri Denton (alternate for Andrew Leadbetter)  
Martha Wilkinson  
Nick Ames  
Paul Diviani  
Richard Haddock (alternate for Gordon Oliver)  
Simon Barker  
Stephen Criddle  
Steve Hindley (Chair)  
Steve Smith

**Officers in attendance:**

Alan Denby – officer accompanying Richard Haddock  
Chris Garcia – HotSW Chief Executive  
Mark Williams – officer accompanying Paul Diviani  
Pat Flaherty – officer accompanying David Hall  
Stuart Brown – officer accompanying Harvey Siggs  
Tracey Lee – officer accompanying Ian Bowyer

**Others in attendance:**

Eifion Jones - LEP Head of Strategy & Operations  
Helena Davison – LEP Comms Manager  
Janet Powell - LEP Executive Assistant (for mins)  
Stuart Barker – Devon County Council  
Sally Edgington – BEIS  
Clare Paul– Somerset County Council  
Amanda Ratsey – Plymouth City Council for Growth Hub presentation only  
David Bird  
David Hynd – Growth Hub for Growth Hub presentation only  
Rob Turner – Grant Thornton for Productivity plan presentation only  
David Bird  
Fiona McMillan  
Helen Lacey  
Jackie Jacobs  
Karl Tucker  
Melanie Squires

Richard Stevens  
Stuart Brocklehurst

**Apologies:**

Andrew Leadbetter  
Anne Marie Morris MP – representing Devon MPs  
Barbara Shaw  
Frances Brennan  
Gordon Oliver  
James Heapey MP – representing Somerset MPs  
Martin Brown  
Nick Engert  
Stephen Bird  
Tim Jones

**Table of Decisions**

<b>Board Paper</b>	<b>Decision</b>	<b>Decision agreed</b>
<b>4.1 Productivity Plan</b>	<p>The paper updates the Board on progress on the productivity plan, outlines how the plan is structured and invites contributions and discussion of key issues that need to be reflected in the plan.</p> <p>The LEP Board:</p> <ol style="list-style-type: none"> <li>1. Notes the status of the productivity plan work</li> <li>2. Provides feedback to Eifion on the separate draft plan by 30<sup>th</sup> May</li> </ol>	<p>Feedback was given at the Board meeting, noted on minutes.</p> <p>Following the board meeting, a reminder was sent to provide further feedback to Eifion Jones directly.</p>
<b>4.2 LEP Futures focus &amp; Governance Structures</b>	<p>To take forward the conclusions of the Governance working group which considered the LEP Boards recommendations on key themes emerging from the LEP Board away day.</p> <ol style="list-style-type: none"> <li>1. To note how we are taking forward the conclusions of the Governance working Group and the Board.</li> <li>2. To confirm the next steps for how the LEP's resources can support these implications</li> </ol>	<p>The board agreed with the work so far, but more work is required post-election and therefore this needs to be carried forward.</p>
<b>4.3 Update on Great South West</b>	<p>To take forward the conclusions of the Governance working group which considered the LEP Boards recommendations on key themes emerging from the LEP Board away day.</p> <ol style="list-style-type: none"> <li>1. To note how we are taking forward the conclusions of the Governance working Group and the Board</li> <li>2. To confirm the next steps for how the LEP's resources can support these implications</li> </ol>	<p>The board agreed with the recommendations.</p>
<b>4.4 Rural Productivity Commission</b>	<p>To update the LEP Board on the SW Rural Productivity Commission.</p> <p>To note the work underway and provide feedback on how this can drive best opportunity for our LEP and our priorities</p>	<p>The board supported the current work being undertaken.</p>
<b>4.5 ESIF update</b>	<p>That the Board notes the comments in the paper.</p>	<p>The board notes the comments.</p>

Agenda	Action
<p>The Chair thanked the private sector Directors who retire at the end of May 2017 for all their hard work and input, as per the HotSW LEP CIC's Articles of Association (which state a maximum of 6 years' service). Retiring Directors are: - Adam Chambers, Frances Brennan, Nick Ames, Nick Engert, Simon Barker, Stephen Bird and Tim Jones.</p> <p>Thanks also to Andrew Leadbetter, public sector Director from Devon County Council (DCC) and portfolio holder for Economy and Growth, also stepping down, due to a role move at DCC following recent local county elections.</p>	
<p><b>1. Welcome</b></p> <p>The Chair welcomed the following observers who will be new private sector Directors who join the Board on 1 June: -</p> <p><b>David Bird</b>, Regional Director, Santander Corporate and Commercial Banking  <b>Dr Fiona McMillan</b> – background in Education and Skills, Non- Exec Director of EDF Energy's Nuclear New Build GenCo, Chairs the Somerset County Council's Employment and Skills Steering Group and West Somerset Social Mobility Opportunities Area Partnership Board.  <b>Helen Lacey</b>, Managing Director, Red Berry Recruitment Ltd  <b>Jackie Jacobs</b>, Company Director, EIC Group Ltd/ South West Metal Finishing  <b>Karl Tucker</b>, Joint Managing Director, Yeo Valley Farms Production Ltd  <b>Melanie Squires</b>, Regional Director, NFU in the South West  <b>Richard Stevens</b>, Managing Director, Plymouth City Bus Ltd  <b>Stuart Brocklehurst</b>, Chief Executive, Applegate</p> <p>Also, welcomed <b>Cllr Stuart Barker</b> from DCC, who will become a Board Director from June 2017 onwards, taking over from Andrew Leadbetter.</p> <p>Round table introductions were carried out</p> <p><b>Apologies as above</b></p>	
<p><b>2. Declarations of interest</b></p> <p>SH: Midas has an interest in Oceansgate, Nuclear College and Yeovil Innovation Centre.  SC: South Devon College interest in ESIF.  JP: Plymouth University is involved in future ESIF and ERDF funding.  SBarker: Leonardo interest in GD3.  MW: Devon Community Foundation is involved in several partnership bids, future ESIF/ERDF funding and Building Better Opportunities.  FM: on the board of EDF and NNB which is Nuclear New Build.  PD: East Devon District Council -Making it Local is a LAG (Local Action Group) in the RDPE (Rural Development Programme England) which is part of ERDF (European Rural Development Fund)  RH/AD: ESIF</p>	
<p><b>3. Draft Minutes of last meeting 14 March 2017 and actions arising</b></p> <p><b>c/f Action: Post 4 May County Elections/8 June General Election to organise a meeting between the LEP, Local Authorities and local MPs to take forward topics i.e.</b></p>	<p><b>SH/CG</b></p>

<p><b>Brexit/Education and Skills etc. to present a united approach and direction of travel for the HotSW area to Government.</b>  <b>C/f Action: Post Election, to seek clarity on Gov't policy on non- devolution areas.</b></p> <p><b>4.3 Action: To continue to press West of England LEP to engage initiatives -</b> Some success reported in that they are keen to engage in specific topics.</p> <p><b>4. Further comments on CEX report/accounts – the updated format for annual financial accounts will be produced for the July Board meeting.</b></p> <p>All other actions completed and the minutes were accepted as accurate.</p>	<p>CG</p> <p>CG/SH</p> <p>CG</p>
<p><b>A joint presentation was given to provide an overview of the business support service provided by the Growth Hub by Amanda Ratsey, LEP Management Team member responsible for the LEP's Business Leadership Group and the delivery partner, David Hynd, Programme &amp; Partnership Manager of the Growth Hub.</b>  A copy of the presentation was sent out to all, post Board meeting.</p> <p>Growth Hubs are established within each Local Enterprise Partnership (LEP) area to address a policy drive for better connection between local and national business support and a simplified landscape. It is a free service for any business based in Devon, Plymouth, Somerset or Torbay and is the Heart of the South West LEP's main mechanism for engaging with businesses across the area.</p> <p>Highlight points raised: -</p> <ul style="list-style-type: none"> <li>➤ There is still a lack of awareness of the service within the business community, therefore to seek support from the Chambers, Federations of Small Businesses (FSB) and Institute of Directors (IOD) to promote the service more widely.</li> <li>➤ Concern was voiced over how the service encourages businesses to upskill their staff and the promotion of leadership skills to help businesses grow and develop by investing in their staff, especially considering several skills investments are due to start soon e.g. initiatives through Pluss and the Big Lottery - the service has enlisted the help of specialist skills mentors to boost the knowledge of the advisory team.</li> <li>➤ Are there any learning points to be gained from other Growth Hubs around the country?</li> </ul> <p><b>Action: To ensure the Growth Hub service encourages organisations to trade internationally in a post Brexit climate.</b></p> <p>As productivity is key, the challenge is how to prioritise the slim resources of this service, to reach sufficient businesses in order to make a difference – an issue for the Business Leadership Group to take forward to align the service with the HotSW Productivity Plan and to be able to effectively measure increases in productivity for the future.</p>	<p>CG/AR</p>
<p><b>4. Chief Executive's report</b>  The meeting progressed to the individual strategic and operational papers before returning to any queries and comments on this report.</p> <p><u>4.1 Productivity Plan</u></p>	

This update came via a presentation by Rob Turner of Grant Thornton, who have been commissioned to help shape the document. For background, this plan evolved as an action from the original Devolution Plan and is a plan for the whole HotSW area in partnership with the LEP, the LAs, National Parks and Local Commissioning Groups and its aim is to be able to react quickly to any new initiatives coming out of Gov't.

The timelines have slightly altered, this meeting has now been postponed until after the election, with the result that the consultation will be extended till September 2017.

The presentation and A3 handout at the meeting, serve to summarise the evidence behind the productivity plan, taking into account the results of the recent Science and Innovation Audit (SIA) and the Gov'ts Industrial Strategy Green Paper. The purpose was for the Board to reflect on this and ensure the plan articulates the specific needs and opportunities clearly; whether the enablers to drivers to commitments feel right and that the individual investments that flow from the Commitments in the plan (chapter 9) whether these are sufficiently ambitious, giving scope to enable the LEP to do what needs to be done and whether they strike the right balance between being strategic yet identifying critical priorities?

The following comments arose: -

- Better descriptions needed for the enablers and drivers as they seem to overlap and are confusing, need to convert into actions. Issue about catalysts in supply chains.
- BBC recently produced a heat map of low wages in the South West – reference this to see what stands out?
- If there is no funding from the Gov't for Peninsula Rail Task Force (PRTF) priorities a 20-year resilient Rail Plan and infrastructure investment around A303 how will this affect productivity and where is the step change to stand out?
- The plan is light on spatial areas, specifically on areas that have the ability to grow.
- There is no mention of critical flood infrastructure (River Parrett Barrier, the Tone) and Taunton Garden Town status, the Met Office/Data Analytics/ Hydrographic Office
- Who is the audience for the document, clarification of who is 'we' required and who is writing the document?
- Misses out NHS Trusts and provider of social care and education, need to invest in the social economy for inclusive growth and build this into the delivery of the productivity plan.
- The document needs to state how productivity will be addressed by what means (what will happen)?
- It requires recognition of what Universities bring to the region's economy in terms of attracting foreign students and the support they offer to local businesses with their facilities and research.
- It needs more emphasis on the uniqueness of the area, more positivity around natural capital (what is natural capital?) and the environment – the HotSW area has the largest concentration of agricultural land and food manufacturing but there is no recognition of this in the plan with the rural economy larger than Aerospace.
- The document needs to be understood by the man on the street, it lacks timelines and outputs and needs to be more ambitious.
- It needs to be a multi layered, functional document -get skills right, great business support and good connectivity across the area, then layer it with the opportunities

across the six sectors.

- The core issue is where does the region lead on investment to hit targets? Look at the areas/ sectors with the worst productivity and the largest amount of business failures and then decide where the quickest gains are.

In summary – the document broadly concentrates on the right commitments, but misses the how and what to focus. It was suggested an option could be to replicate the original Strategic Economic Plan which clarified the key threads based on a matrix structure.

**Action: Consider suggestions for the Productivity Plan and bring forward to next Board meeting in July.**

CG/EJ

#### 4.2 LEP Futures focus and Governance Structures (see paper)

This paper takes forward the conclusions of the Governance working group which considered the LEP Boards recommendations on key themes emerging from the LEP Board away day. It proposes to how to take forward the conclusions of the Governance working Group and the Board and to confirm the next steps for how the LEP's resources can support these implications.

Further work is still required on scope of themes based on Productivity Plan and this would be progressed after the election.

It was noted that following the last board meeting, that Stephen Bird has agreed to continue as the LEP representative on the ESIF Area Sub Committee, unanimously supported and endorsed by the whole Board and that this is acceptable to the Dept. for Communities & Local Government (DCLG).

#### 4.3 Update of Great South West (see paper)

This paper updates the board on the progress being made with cross LEP activity under the emerging Great South West brand; to note how LEPs are taking forward the Great South West brand development and to get directors views on next steps to maximise value to HotSW. Its objective is to compete as a brand alongside the Northern Powerhouse and Midlands Engine with Gov't to influence and increase Gov't spending in the South West.

There has been support from businesses and the Universities. A steering group has been set up to drive this work forward. ADEPT\* is currently undertaking work on the infrastructure of the South West and it would be useful for public sector Directors to persuade and influence their public-sector colleagues, especially in Bristol to ensure current work is aligned with the Great South West brand and has overlapping priorities.

\*(ADEPT) is the Association of Directors of Environment, Economy, Planning and Transport represents Place Directors from county, unitary and metropolitan authorities, along with Local Enterprise Partnerships.

This work is being supported by the role of a SW Partnerships Manager, contracted and paid for by the LEPs: HotSW, Dorset and Cornwall & Isles of Scilly.

#### 4.4 Rural Productivity Commission (see paper)

This paper updates the LEP Board on the SW Rural Productivity Commission and to note the work underway and provide feedback on how this can drive best opportunity for our LEP and our priorities. This stems from the Govt's Industrial Strategy Green Paper which was light on how improvements to productivity and prosperity could be achieved outside the traditional growth corridors / cities and at the HotSW LEP's instigation the SW Rural Productivity Commission has been established, supported by three other LEPs in the SW of England (Dorset, Swindon & Wiltshire LEP and Cornwall & Isles of Scilly LEPs)– to ensure rural growth, productivity and prosperity must be addressed alongside urban growth.

The commission has organised evidence gathering sessions over the summer, in each county to hear and review evidence from a range of sources and stakeholder and aims to frame the SW response to the Industrial Strategy and forthcoming Defra 25-year plan for 'food, farming, fisheries and environment', draw out opportunities between rural and urban economic areas to drive growth across the whole area, secure Gov't support for specific initiatives in the Autumn Statement and to influence national and local policies to improve rural productivity.

#### 4.5 ESIF update (see paper)

Thanks to DCLG who have agreed to a six-month extension of Eifion Jones's secondment as, the LEP Head of Strategy & Operations. This was due to finish at the end of June 2017, but will run through to December 2017, which provides continuity for the LEP and its partners in finalising the HotSW area Productivity plan.

Since this paper was circulated, there is an additional update, with another round of European Regional Development Fund (ERDF) calls being launched between 30 June – 8 September with the two priorities of Innovation and SME competitiveness. There is concern over decommitted monies and whether these could be available for further calls in specific areas where clear opportunities exist and money can be leveraged in, but the Dept. of Work & Pensions (DWP) are clear they wish to keep the funding under the existing priority axis and that this would cause significant delays to the whole system in order to decommit the funding.

#### **4. Chief Executive's Report**

Post 8 June, it will be important to maintain private sector momentum and continue the work underway with LEP partnerships.

A query was raised about the status of Huntspill Enterprise Zone, but reassurance was given that this is progressing with significant work to be undertaken in the next 12 – 18 months, including a marketing presence on site to attract and acquire tenants.



<p>Thanks were given to the LAs who ensure that the economic data produced by the Office of National Statistics (ONS) is re-produced for the LEP in a more easily understood format which represents the functional economic areas.</p> <p>The LEP's Annual Conference date of 10 November, 2017 has been chosen to coincide with Entrepreneur week, to co-market events that week with partners. It was suggested that it would be good to run a couple of webinar sessions that people could join in with, as people might find it hard to travel to all the events stretching across two counties that week.</p>	
<p><b>5. Papers for noting</b> It was felt these papers were important to issue to aid the LEP's transparency. <b>Action: Papers for noting to be added onto the LEP's website from July onwards.</b></p>	JP
<p><b>6. AOB</b> None.</p>	

**Next meeting: 18 July, 2017 from 10.00am – 1.00pm at Exeter Racecourse Conference Centre**