

Heart of SW LEP CIC Board meeting

Paper 4.7 July 2017

Report title: Annual Conference and AGM

Report theme: Board

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Purpose of the report

The paper provides the Board with an update on progress in arranging this year's Conference and AGM.

Recommendations

That the LEP Board notes the contents of this paper.

Background

Following on from the success of the LEP's previous conferences (2015 & 2016), it was agreed that the LEP would hold an event in 2017. Further to significant feedback, several principles were identified for the 2017 conference:

- a. Don't squash too much into half a day - move towards a one day format.
- b. The LEP to concentrate on LEP / strategic economic issues and include the Growth Hub - to provide activities aimed at the wider business community.
- c. If possible, link up with other business events to emulate a "festival" type approach - that some other LEPs have used, but without the high cost (over £100k) or risks involved.
- d. Event to include a location in the Somerset area (previously held in the Devon area).
- e. Enable more stakeholders from across the HotSW area to attend and keep the mix of private, public, education and third sectors.
- f. To also support the requirements of the LEP's AGM and it is the LEP's Annual Conference rather than solely a business conference.

Overview

As a result and following on from previous updates and subsequent discussions, including through the Business Leadership Group, the following has been agreed:

- To hold one Conference & AGM event in Somerset (Taunton) on 10th November.

- By holding the event on that date - around Global Entrepreneurship Week / Social Enterprise Week - the LEP helps raise the profile of the business activities in our area.
- We will do this by producing a “programme” of the business events in the area over that period (signposting for our business communities) and the Growth Hub will lead on this.
- The AGM will be supported by an Annual Report, with an introduction from the LEP’s Chair.
- To enable more stakeholders from across the HotSW area to attend and keep the mix of private, public, education and third sectors, there will be capacity for up to 500 attendees.
- For those who are unable to attend, we are investigating video streaming on the day and we will be engaging with our universities to help with this aspect.
- We will work closely with the Growth Hub and the key business groups, with the Growth Hub leading on the business focussed part of the day (pm) including a large exhibition stand area for business support providers.
- Other ideas in development for the business focused afternoon include: bookable surgery sessions, presentations from our publicly funded support schemes, free masterclasses e.g. export.
- The LEP’s part of the day (am) to include the presentation of its achievements (inc. the Annual Report) and updates on strategic economic issues for our area e.g. the Productivity Plan, Great SW, BREXIT, the Rural Commission and outlining future new ways of working.
- We will use voting devices to obtain feedback e.g. the Productivity Plan’s White Paper.
- It remains a free event and sponsorship is not sought (at least for this year), and the LEP Conference provides a networking opportunity for the myriad of our stakeholders.
- There will be a small Task & Finish Group, with Members from the Business Leadership Group - Chambers, Growth Hub, FSB, DCBC & a Board Director.

A draft agenda is attached.

Next Steps

The Partnerships Manager is leading on this project and continues to work closely with relevant colleagues to ensure that the Annual Conference & AGM meets our various needs. This activity will be further shaped by the SME leads on the LEP’s Board, the Task & Finish Group and will report into the LEP’s Communications Group.

H Hallam

10 July 2017

Annex - Draft outline and timings for the day - internal use only

When	What	Notes
8.00 - 8.30 am	Business Support / other Stands around the outside of the Main Hall	Stands set up in Main Hall
8.30 - 9.30	Registration / Networking	Ideally video / live streaming of event & photography
	Welcome, Opening Introductions LEP Update - where we have been and where we are going	Main Hall Use of Voting devices
	Break	
	Break out session - up to three break out groups, probably around the new themes replacing People, Place and Business	Main Hall, plus two other rooms Longer session than last year
	Summary of morning, Q & A (HotSW), Close	Main Hall
	AGM - formal presentation of Annual Report and CIC Accounts	All invited to stay for whole day (booking form options) Some attendees leave at this point and some join the event for the AGM / and or Growth Hub sessions
12.45 - 2.00pm approx.	Networking and Stands Lunch	
2.00	Growth Hub sessions: "How can you help my business / enterprise" Overview by the Growth Hub, speaking slots for funded Business Support providers Breakout workshops	Networking and Stands
4.30pm	Close	